Presenting

With

Horizon Wimba

The Tool

Horizon Wimba is a web-based collaboration software designed for online education and live interactive communications.

Using Horizon Wimba, learning professionals can fully embrace the new wave of teaching and learning opportunities afforded by the internet; regardless of geographic location, bandwidth or operating system. This classroom collaboration solution enables educators to conduct live, online classes, meetings, office hours and other collaborations. With simplicity and power, Horizon Wimba adds new dimensions to online, accessible education, enhancing the learning experience for both students and instructors.

Getting Started Instructing

Prepare your Room and Agenda

Similar to giving a presentation in a physical room, you must ensure that your OpenCampus room is set up properly with content, media settings and access. Here are some additional things to consider as you prepare for your first live presentations:

✓ *Use a limited set of tools for your first few presentations*.

Although OpenCampus offers a wealth of presentation tools, it may be difficult to use all these tools during a single session. Think about which features will be the most important for you. You can always add new features as you become comfortable with online presenting.

✓ *Consider working with an assistant, if available, for your first few presentations*.
If an assistant is available, this person may help you take care of any technical questions/issues that arise from participants, or help moderate text chat or polling. Horizon Wimba Client Services offers a service called "HorizonHelp," where a technical support specialist can log in with you during your live presentation to provide assistance.

✓ *Consider the technology of your participants*.
If most participants will be on dial-up connections, then you should limit your use of video or Application Sharing, which are more bandwidth-intensive than other processes. In addition, your PowerPoint slides should have a solid color background, so they load quickly on participants' machines.

✓ *Think of ways to make your presentation interactive*.
One of the greatest advantages of live communication is the ability to give and receive feedback in real-time. In addition to preparing an agenda, you should think about how you can enhance participation from your attendees. Think about how you

can incorporate question/answer periods, Yes/No polling, multiple choice or open-ended polls, exercises with the eBoard, or brainstorming sessions into your presentation.

Practice Using the Technology

In addition to preparing your computer and learning the appropriate features, we recommend that you practice giving a live presentation, either with a colleague or simply by yourself. Presenting in a live online environment is very different from using asynchronous tools or presenting in a face-to-face environment. As with any other skill, practicing helps you become a more effective presenter.

When practicing, you should test out the features and content slides that you plan to use during the live presentation. This not only will allow you to become more comfortable with the features, but it will allow you to address any technical issues that may arise. For instance, if you are using Multi-Way Interactive Audio, talk back and forth with another user.

If you plan to use features that require additional Horizon Wimba plugins (i.e., Application Sharing, Screen Grab, or the HorizonMedia System), ensure that you have been able to successfully download these plugins. The appropriate plugin will automatically attempt to download when you begin using this feature for the first time on your computer.

Ensure Participant Readiness

Participants must (a) know login information for the presentation and (b) ensure that they have run the OpenCampus Wizard in advance. There are many ways to communicate login instructions to participants (such as sending them an e-mail or posting them on a web page.)

The information your participants receive should be clear and well organized. Information should include:

- A description of the presentation
- The URL of the presentation
- Login information
- The link to the appropriate Wizard (including text about its importance and the need to run it well in advance of the presentation)
- Contact information for technical problems and general questions
- Additional relevant notes (for example, needing a microphone or dialing into a teleconference call)

OpenCampus Wizard

The OpenCampus Wizard will diagnose a participant's computer and will guide the user, if needed, with instructions to pass all tests within the Wizard. If any participant prefers hands-on assistance from a technical support person, he/she may proceed to the end of the Wizard so that a specialist can contact him/her directly by e-mail.

It is crucial that all participants (and presenters) run *and pass* all tests within the Wizard. Some users may pass the Wizard without changing anything on their computer, while others may need to spend some time to ensure they can pass all tests. Since it is often difficult to gauge which of your participants will need that extra time, we recommend that all participants run the Wizard as early as possible.

The specific version of the Wizard that participants should run depends on the media setting you wish to use during your presentation. The correct version is listed in the **Get Info** section of your room (after a Media Settings has been selected).

If the media setting of the presentation remains the same for subsequent presentations, the Wizard will *not* need to be run again.

Note: If you will be using PDFs or Flash within your presentation, you can use a custom OpenCampus Wizard that also tests for these plugins. For more information, contact your Horizon Wimba Project Manager.

Orientation to OpenCampus Features

While the OpenCampus interface is generally intuitive, you may want to introduce participants to OpenCampus before their first live presentation. You can refer them to the OpenCampus Participant Guide or an existing archive that they can view.

If you are hosting a series of presentations, you may want to hold a brief orientation session that solely focuses on the technology. This session is especially useful when Multi-Way Interactive Audio is used, so that participants can test out their microphones and practice speaking with each other.

A sample agenda for an orientation session with Multi-Way Interactive Audio is the following:

1. Before the session, instruct participants to come prepared with their microphones/headphones. Prepare a picture of yourself and a few slides.
2. At the beginning of the session, verbally introduce yourself and ask participants to click the **Yes** button to confirm they can hear you. You (or an assistant) could assist participants with audio difficulty or direct them to the appropriate technical support people.
3. Introduce the OpenCampus interface (e.g., Messaging Frame and Content Frame) and tell participants more about yourself and the goals of the upcoming presentations.
4. Call on each participant within the Participant Frame to say a few words (and test their audio capability).
5. You (or an assistant) could assist any participants with microphone difficulty or direct them to the appropriate technical support people.

You have now ensured that all your participants will be prepared for your first live presentation and have provided a welcoming community of users.

Enter Your Presentation Room

Assuming that you have already run the Wizard, you will need to know the URL and login information to enter your presentation room.

We recommend that you quit all unnecessary applications running on your computer before delivering a live presentation.

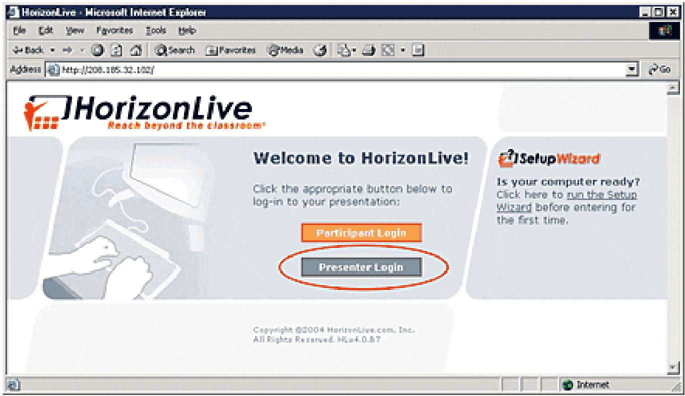
<u>Note</u>: Please disable any pop-up blockers you may have while delivering a live presentation.

To Enter Your Presentation Room

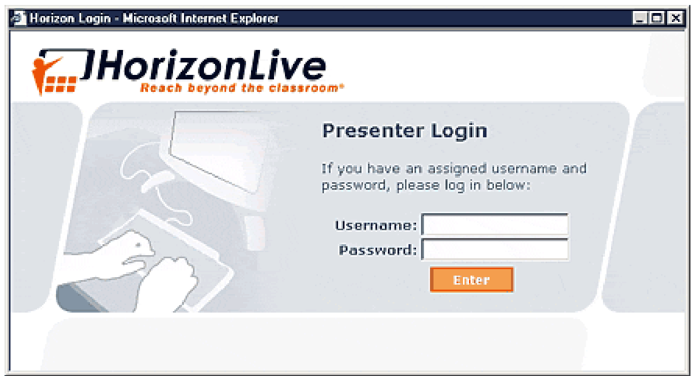
Similar to accessing the Wizard, there are two ways to enter your OpenCampus presentation.

1. Click the launcher link to the presentation. (The link is listed in the **Get Info** section of your room in the OpenCampus Administration Tools and will need to be distributed to participants.) OR
2. Open a web browser, type the URL for your presentation, and press the **Enter** key on your keyboard. For example:

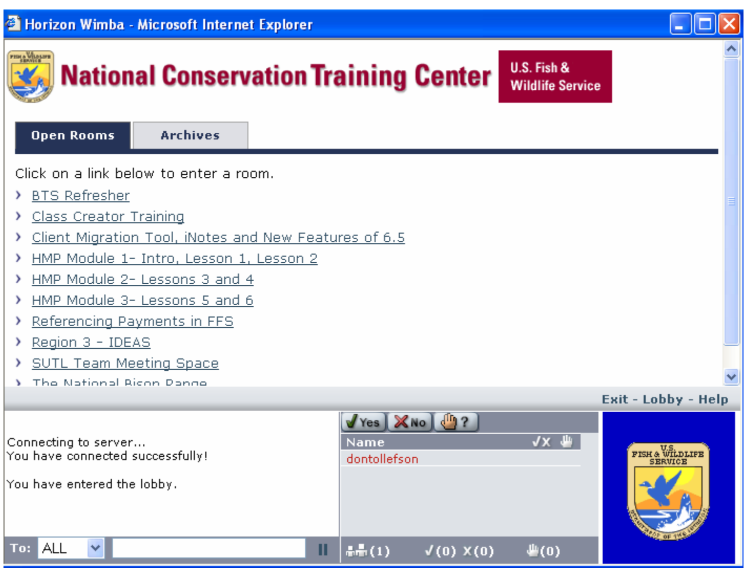
Click the **Presenter Login** button:



The OpenCampus **Presenter Login** page opens in a new browser window. Type your assigned username and password and click the **Enter** button.

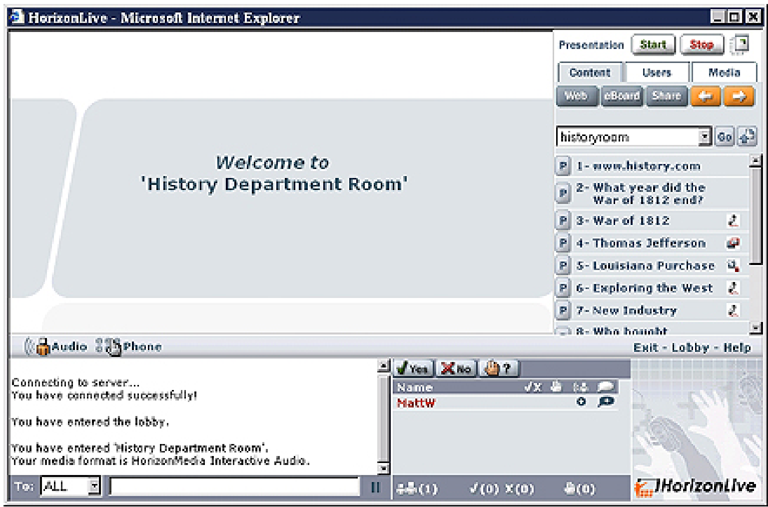


Once you log in, the OpenCampus Lobby interface will automatically replace the **Login** page:



Click the link for the presentation that you would like to access.

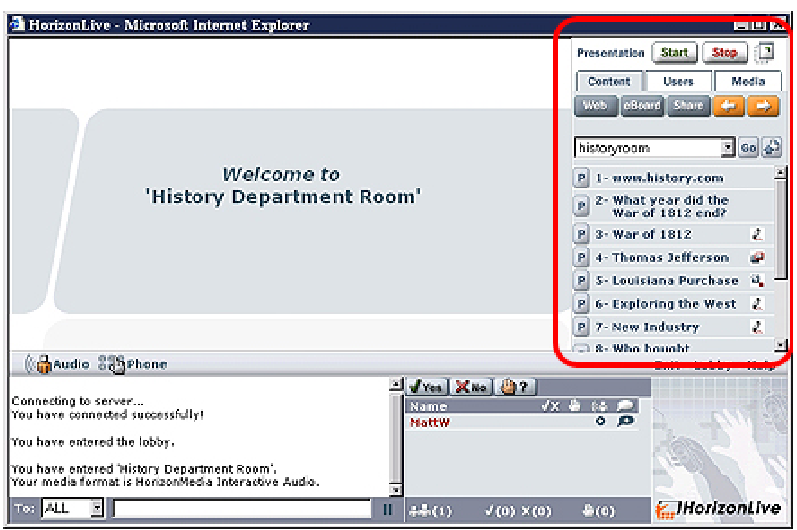
You will see the Presenter's Console, and your name will be listed with other users who are logged in. Depending on your Operating System/browser, you may have the ability to maximize your web browser, for an optimal layout of the interface.



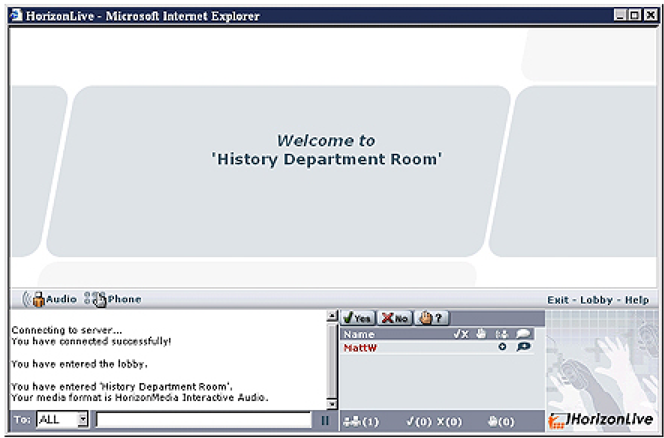
OpenCampus Room Interface: Presenters and Participants View

Live presentations are conducted within a virtual "room". The OpenCampus interface, which represents this room, consists of various frames that are used for different functions. These frames are the: Content Frame, Text Chat Frame, Participant Frame, and Branding Frame.

The participants will see the same frames as a presenter or Room Administrator, except for the addition of the Presenter's Console. Here is the Presenter's view:

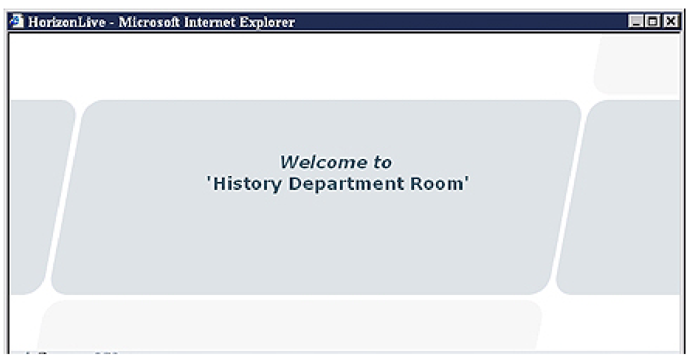


Here is how the room will look to the participants. Notice that the Presenter's Console is absent.



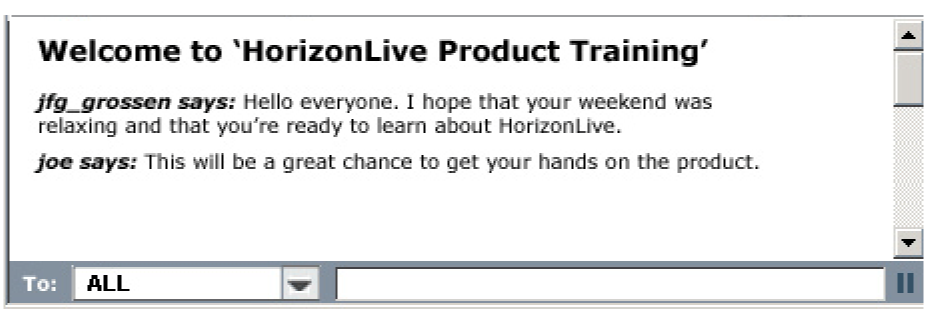
Content Frame

The **Content Frame** is the main focus of a presentation. As a presenter, you will deploy almost all of your content, such as images, charts, web pages and text, in the **Content Frame**.



Text Chat Frame

The **Text Chat Frame** is the area where you can communicate via text chat with your participants. Additionally, your participants can also send text messages to one another.



There are two methods of chat messaging:

Public Chat – messages that can be viewed by everyone logged into the room.
Private Chat – private messages designated for a particular person in the room.

Participant Frame

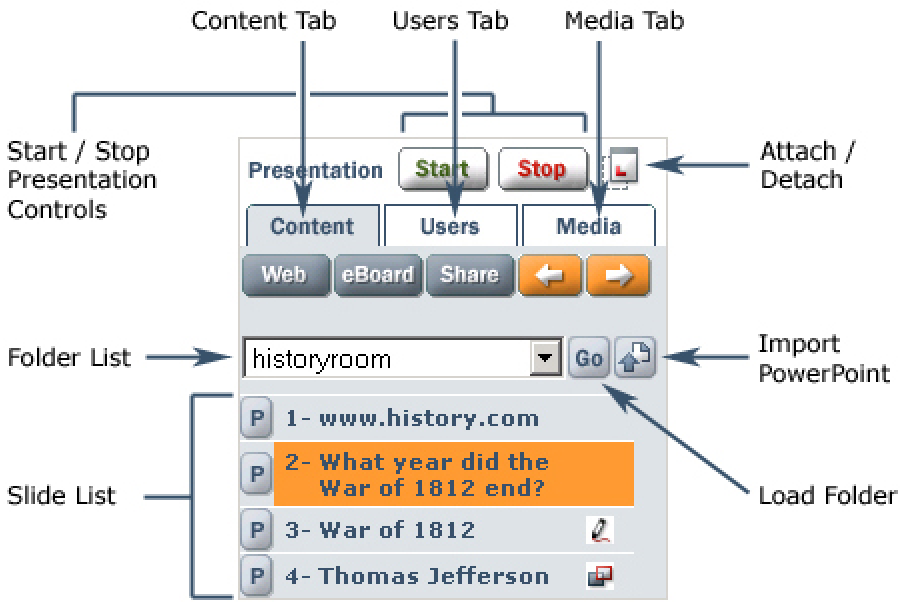
The **Participant Frame** lists all the presenters and participants currently in a presentation:

By default, presenters are listed at the top of the list. Participants are listed under the presenters' names, in alphabetical order. Next to the list of presenters and participants are additional columns:

- **Yes/No Indicator**: A green check mark (for **Yes**) or red X (for **No**) appears next to a user's name when he/she clicks the **Yes** or **No** button above the participant list. These buttons are used for instant polling.
- **? Indicator**: A number appears next to a user's name when he/she clicks the **Hand Raising** button above the participant list. The number indicates in which order participants raised their hands.
- **Speaking Privilege Indicator** (only appears in a Multi-Way Interactive Audio Presentation): The Speaking Privilege indicator lets the user know if he/she has the ability to speak during a presentation. If speaking privileges are enabled, the user will see a + sign. If speaking privileges are disabled, the user will see a – sign.

Overview of the Presenter's Console

The Presenter's Console contains all the features you will need to lead a live presentation. It allows you to display content, start an archive, and enable/disable user privileges, among other functions.



This console appears at the right-hand side of the OpenCampus Content frame when you log in to OpenCampus as a presenter.

The Presenter's Console contains start-presentation controls, three tabbed sections (**Content**, **Users**, and **Media**), and a content list with Content Folder access via a drop-down menu.

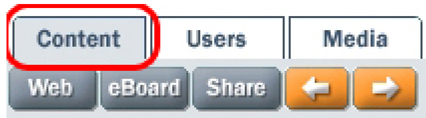
Start/Stop Presentation Controls

The **Start/Stop Presentation** controls at the top of the Presenter's Console start and stop a presentation's audio and/or video. The controls consist of a green **Start** button that is used to start audio/video, and a red **Stop** button that is used to stop audio/video during a presentation.

When you click the **Start** button you will also be asked whether or not you want to start an archive of your live presentation.

Content Tab Features

The **Content** tab is active by default when you first enter your presentation. Most of the material you show during a live presentation is controlled from this tab.



Each feature is described below:

-  The **Web** button lets you show a web page on-the-fly during a presentation
-  The **eBoard** button launches the OpenCampus eBoard in the Content frame for you and all participants. This turns the Content frame into an electronic whiteboard, on which you can draw, type text, import graphics, and show desktop applications.
-  The **Share** button launches Application Sharing, which lets you show or share applications running on your desktop with all participants. You can also allow participants to share applications from their own desktop.
-  The **Previous Slide** button allows you to show the previous slide listed in your slide list.
-  The **Next Slide** button allows you to show the next slide in your slide list.

Users Tab Features

The **Users** tab allows you to manage all of your participants' activities during a presentation. You can reset Yes/No polls and hand raising queues, move participants to breakout rooms, enable or disable your participants' microphones (for Multi-Way Interactive Audio), and enable or disable text chat.

Each feature is described below:

-  The **Reset Poll** button clears away the **Yes** (check mark) and **No** (X) indicators that reflect participants' responses after clicking the **Yes** or **No** button during a presentation.
-  The **Reset (?)** button clears away the **?** indicators that note participants who have raised their hands by clicking on the **Hand Raising** button during a presentation.

- 

The **Move** button lets you move one or more participants within your room to another live or archived presentation.
- 

The **Enable/Disable Chat** button lets you give or take away the ability for participants to send public and private text messages during a presentation. Note that participants will always have the ability to send you a private message, even if you have disabled their text chat.
- 

The **Enable/Disable Audio** button only appears for Multi-way Audio presentations. It lets you give or take away the ability for participants to speak during a presentation.

Media Tab Features

The **Media** tab allows you to start and stop the audio/video, the archive, or the logging of text chat during a presentation. Note that the **Start/Stop Presentation** button at the top of the Presenter's Console is often used *instead* of the three individual controls in this **Media** tab, since the **Start/Stop Presentation** button manages all three controls at once.

Each feature is described below:

- The **Audio** (or **Video**) controls allow you to start and stop the audio or video being sent to participants within a **One-Way Broadcast** presentation.

- The **Archive** controls allow you to record a live presentation if you hadn't chosen to create an archive when you first started sending audio or video. Archiving a presentation allows you to record all streaming media, content, eBoard activity, and public text chat. Archived presentations play back exactly as the live presentation occurred.

- The **Chat Log** controls allow you to create a transcript of all public text chat during the presentation. It also includes the activities users performed in a presentation (for example, launching a file in the eBoard). Archiving a presentation automatically creates a Chat Log, so if you plan to archive your presentation, you do not need to use this feature separately. Chat logs can only be viewed through the OpenCampus Administration Tools.

Slide List

The Slide List displays content that you have prepared to show your participants during a live presentation.

Content that can appear in the Slide List may include PowerPoint presentations, OpenCampus polls, graphic files, HTML files, websites, PDFs, and other content that have been added to the presentation in advance, using the OpenCampus Administration Tools. You can organize this content into Content Folders, which you can easily select using the Content Folder drop-down list.

Select Folder

The **Select Folder ("Go")** button allows you to show material from another Content Folder. Here is an image of the button:

To use this feature, click the drop-down menu on the Presenter's Console and select the Content Folder you wish to access. Then click the **Select Folder ('Go')** button to populate the slide list with content within this folder.

Import PowerPoint

The **Import PowerPoint** button allows you to add PowerPoint presentations on-the-fly during a presentation.

To add a new PowerPoint file, simply click this button and browse your desktop. Each new PowerPoint presentation that you add is created as a separate content folder on the drop-down list.

Resizing and Moving the Presenter's Console

Although many presenters like to leave the **Presenter's Console** attached to the interface, you may choose to detach it entirely. Resizing helps you allocate screen real estate, while detaching allows you to see the entire Content frame as your participants will see it, while still having access to the console.

To resize the Presenter's Console, click the left border of the Presenter's Console and drag it to the left or right. The content names automatically expand or wrap to fit into the new space.

To Detach the Console

Click the **Detach** button at the top of the Presenter's Console:

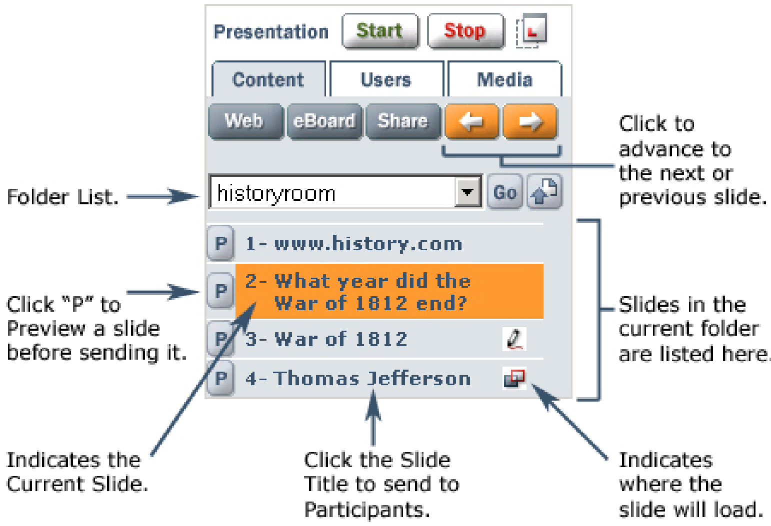
The Presenter's Console detaches from the OpenCampus Content Frame and appears as a separate window. The **Detach** button is replaced by an **Attach** button:

To reattach the Presenter's Console, click on the **Attach** button.

Showing Content Slides

The Slide List of the Presenter's Console displays the content that you have added to OpenCampus before the presentation, using the Administration Tools. Content can be organized into folders, and each folder can contain multiple slides that correspond with the material you have added.

The following diagram points out the main features of the slide list.



To Show Slides Within the Slide List

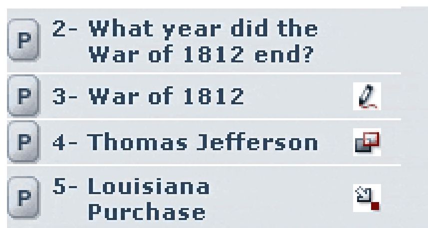
Ensure that you are using the correct Content Folder by noting the selected folder in the drop-down menu. The drop-down menu contains a list of all Content Folders within the presentation. All the slides of the Content Folder appear in the slide list below this drop-down menu.

Each link within the slide list represents an individual slide, which is a single piece of content. For instance, if you had added a five slide PowerPoint presentation and two JPEG images to your folder, you would see 7 links in the slide list.

To "push out" (or show) a slide, click the link representing the slide you would like to show. An orange background appears behind the last slide you've shown.

If you want to preview any content before displaying it, click the **Preview** button to the left of the slide. A small pop-up window displaying the slide opens for you (but not participants). You may close that window at any time without affecting the presentation.

Once you click a link, the corresponding slide appears in the "target" location that you have specified in the Administration Tools (i.e. eBoard, Content Frame, Branding Window, New Window). An icon to the right of the slide title indicates the type of target that has been specified.



Continue to show slides by clicking on their corresponding links in the Slide List. You have the ability to show slides in any order, and you may skip or re-use any slides.

Participants should see the slide almost immediately after you show it. However, the actual speed at which participants receive your content depends on their Internet connection and the slide's file size. Participants on faster connections will see slides before those on slower connections.

If you are planning to show slides in the order in which they are listed, you may want to use the **Next Slide** or **Previous Slide** buttons on the Presenter's Console, instead of clicking on the links in the Slide List.

Understanding Slide Targets

A **slide target** is the location that the slide will appear in once it is shown. An icon to the right of the slide title indicates the type of target that has been specified. OpenCampus offers 4 possible targets for a slide:

- **Content Frame** (no icon appears): The slide appears in the Content Frame. It is the recommended target area for pre-loaded content that is not a PowerPoint slide or an image (e.g., HTML). Polls and bullet-point slides created within the OpenCampus Administration Tools also utilize the Content frame.
- **eBoard** : The slide also appears in the Content Frame, but you have the ability to annotate it by using the eBoard tools. It is the recommended target area for PowerPoint slides and standard web images (.JPG & .GIF), and it will not support any other types of files (such as HTML or Flash). Please note that the eBoard may take a few seconds to load the first time you display a slide targeted to the eBoard.

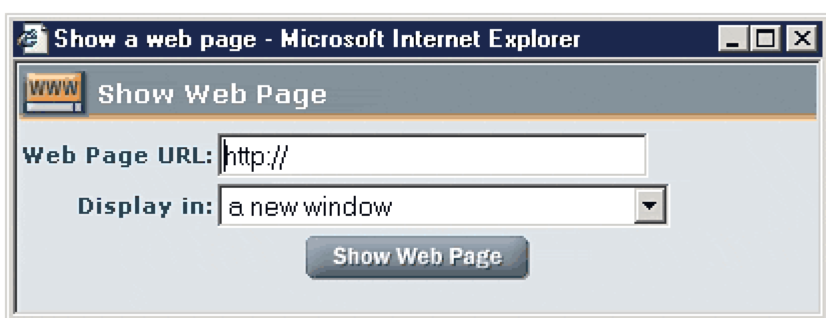
- **Branding Frame** : The slide appears in the Branding Frame (lower, right corner of the interface). It is the recommended target area for presenters' pictures, logos, and other pieces of information that should remain visible for the entire presentation.
- **New Window** : The slide pops up for all participants and presenters in a new browser window. It is the recommended target area when you'd like to show a slide that users could leave open during or after a presentation. It should also be used when you are showing participants a web page. If you show content in a New Window, participants will have to close this window themselves once you have finished discussing the slide. Note that participants with pop-up blockers may not see this new window appear.

Showing Web Pages On-the-Fly

Although web pages can be added to your Slide List in advance, you may also show web pages on-the-fly during a presentation. We recommend showing these web pages in a New Window as the target.

On the Presenter's Console, click the **Web** button (located on the **Content** tab):

The **Show a Web Page** window opens:



In the **Show the Web Page** field, type the URL address of the web page you would like to show.

By default, the web page will display in a New Window. We recommend that you verbally instruct participants to expect a new window to appear. The web page that is displayed with the Web button cannot be controlled by the presenter. Verbal instructions should be given for the participants to navigate the web page. Since you cannot close the window for participants once you have displayed the web page, you should also verbally instruct participants to close or minimize this window when applicable.

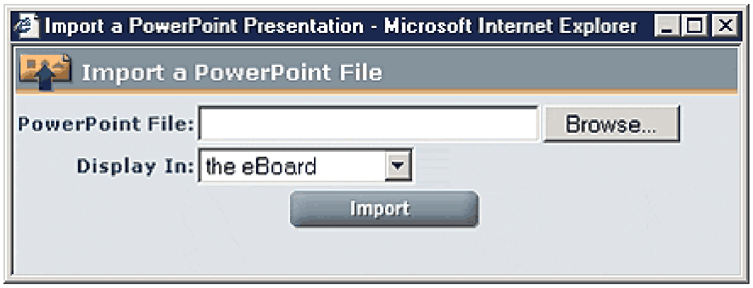
*<u>Note</u>: Because some web pages have embedded frame information that can make the OpenCampus interface disappear if it is shown in the Content Frame, you should only use the Content Frame option if absolutely necessary. When using this option, you should first display the web page in **the content frame (just for yourself)**. Only you will see the web page appear and can ensure that it displays properly. You can then show it to your participants by using **the content frame** option.*

Importing PowerPoint Presentations On-the-Fly

PowerPoint presentations are generally added to the Slide List of the Presenter's Console before a presentation begins. However, they can also be added on-the-fly during a presentation. When you add a PowerPoint file during a presentation, that PowerPoint presentation is added as a group of slides in a new Content Folder.

On the Presenter's Console, click the **Import PowerPoint** button:

The **Import a PowerPoint File** window will now open:



Click the **Browse...** button**,** navigate to the PowerPoint file that you want to add, and click the **Open** button. The path to and name of the file appears in the **PowerPoint File** field.

Select the frame location for the PowerPoint slides from the **Display In** drop-down list. You can send the slides to the Content frame, eBoard, or a new window. We generally recommend selecting the **eBoard** for best image quality and the ability to annotate your slides.

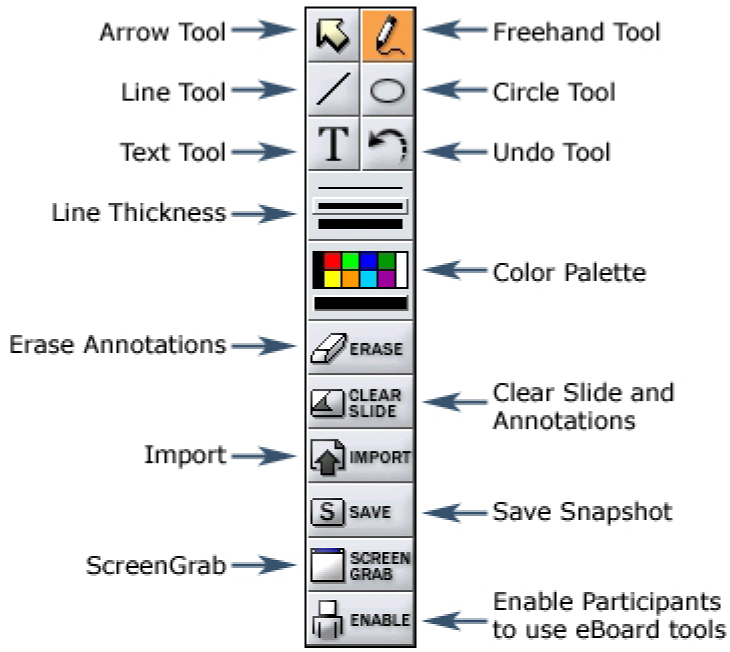
Click the **Import** button. A new Content Folder is automatically created, and each slide in the PowerPoint presentation is added to this folder. The title of the Content Folder is the name of the PowerPoint file, and the title of each slide is preserved. The new Content Folder also becomes the active folder in the Presenter's Console.

Note: Any co-presenters will not see your new Content Folder. They must refresh their browsers to see it in the drop-down Content Folder list.

To switch back to another Content Folder, select the Content Folder name from the list and click the **Select Folder** button.

eBoard Tools

The following image displays an overview of the **eBoard Tools**.

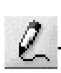


Pointer Tool

The **Pointer** tool places an arrow pointer on the eBoard. Click the pointer tool, and then click anywhere on the eBoard. The point of the arrow will appear at the current location of your cursor.

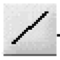
If you want to change the direction of the arrow, click the pointer tool again. There are four different arrow directions to choose from:

Freehand Draw Tool

The **Freehand Draw** tool allows you to draw on the eBoard. Click the freehand draw tool on the toolbar, and then place the mouse on the eBoard where you would like to draw. Click and hold down your mouse button and drag the mouse to draw.

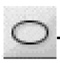
You can change the color and line thickness for your line using the Color Palette and Line Thickness tools.

Line Tool

The **Line** tool creates a straight line on the eBoard. Click the Line tool on the toolbar, and place the mouse on the eBoard where you would like one end of the line to appear. Click and hold your mouse button and move your mouse to the desired endpoint of your line. Release the mouse button to complete the line.

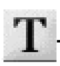
You can change the color and line thickness for your line using the Color Palette and Line Thickness tools.

Oval Tool

The **Oval** tool creates a circle or oval on the eBoard. Click the Oval tool on the toolbar, and then place the mouse on the eBoard where you would like an oval to appear. Click and hold your mouse button and move your mouse until the desired shape appears. Release the mouse button to complete the oval.

You can change the color and line thickness for your oval using the Color Palette and Line Thickness tools.

Text Tool

The **Text** tool allows you to type text on the eBoard. Click the Text tool on the toolbar, and then place the mouse on the eBoard where you would like your text to appear. Click your mouse button. A gray box appears indicating you may begin typing. Once you press the **Enter** or **Return** key on your keyboard, your typed text will be seen by all participants.

You can change the color and line thickness for your text using the Color Palette and Line Thickness tools.

Undo Tool

The **Undo** tool allows you to undo the last action taken on the eBoard. Click the Undo tool on the toolbar. The last whiteboard marking (i.e. oval, line, freehand drawing, text character, arrow pointer) will be removed. Clicking the Undo tool repeatedly removes the next most recent marking with each click.

Any participant with the eBoard enabled can use the Undo tool to remove the most recent whiteboard markings.

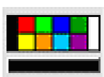
The **Undo** tool will *not* undo **Erase** or **Clear Slide** actions.

Line Thickness Selector

The **Line Thickness Selector** allows you to choose the width of the whiteboard items you draw on the eBoard. Click one of the three line thickness choices. A box will appear around the line thickness selected. Next, select and then use the **Freehand Draw**, **Line**, or **Oval** tool. Your markings will appear on the eBoard with the selected line thickness.

You may select a new line thickness for each new object you draw, or continue to use the selected thickness for subsequent markings. The line thickness selected only affects items you draw on the eBoard. Other users with an enabled eBoard can select their own line thickness for items they draw.

Color Palette Tool

The **Color Palette** tool allows you to select a color for the markings you draw on the eBoard. Click the desired color on the color palette in the eBoard toolbar. The selected color will appear in the long box below the palette. Select and use the **Freehand Draw**, **Line**, **Oval,** or **Text** tool. Your markings will appear on the eBoard in the selected color.

You may select a new color for each new marking you draw, or continue to use the selected color for subsequent markings. All users with an enabled eBoard can select their own color for markings they draw.

Erase Tool

The **Erase** tool removes all markings on the eBoard. Click the **Erase** tool on the toolbar. All markings on the eBoard are erased. If ScreenGrab or image files appear on the eBoard, these images will *not* be erased. Erasing the eBoard cannot be undone. All users with an enabled eBoard can erase the eBoard of all markings it contains at that moment.

Clear Slide Tool

The **Clear Slide** tool removes all markings *and* all images from the eBoard, leaving it completely white. Click the **Clear Slide** button on the toolbar. All markings and images (ScreenGrab or content) on the eBoard are erased. Clearing the eBoard cannot be undone.

All users with an enabled eBoard can clear the eBoard of all markings and images.

Import Tool

The **Import** tool allows you to import an image or graphic onto the eBoard. Click the **Import** tool on the toolbar. A pop-up window appears and allows you to browse your hard drive or any disk storage device accessible to the user for an image to import.

Save Tool

The **Save** tool allows you to take a snapshot of the slide and annotations that you have made using the eBoard. This feature gives you the ability to re-use the eBoard contents later in a presentation. Click the **Save** tool on the eBoard toolbar. The snapshot is saved as a slide within the Snapshots Content Folder.

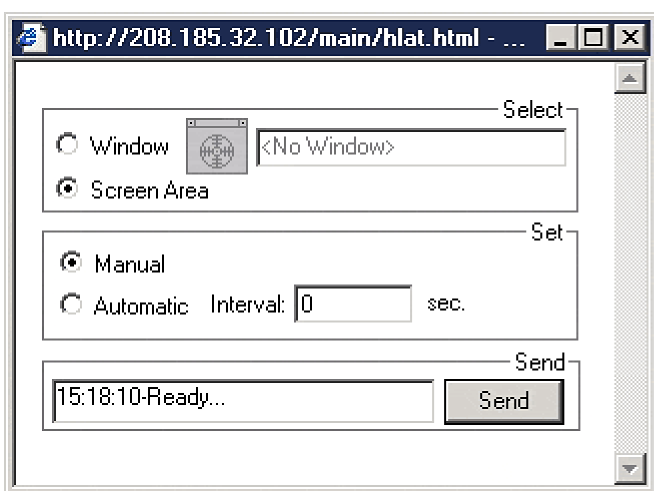
ScreenGrab Tool

The **ScreenGrab** tool allows you to show a static screenshot of an application on your computer or part of your desktop, to everyone else logged in. Before you can use ScreenGrab, you must install the ScreenGrab Controller. Other participants will not need the ScreenGrab Controller to view your screenshots.

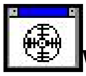
The ScreenGrab controller works differently for PCs and Macintosh computers.

To Use ScreenGrab on a PC

On your eBoard toolbar, click the **ScreenGrab** button. The first time you run ScreenGrab you will need to install the ScreenGrab plugin. Accept the download when prompted. When the plugin has been downloaded, the ScreenGrab Controller opens automatically:

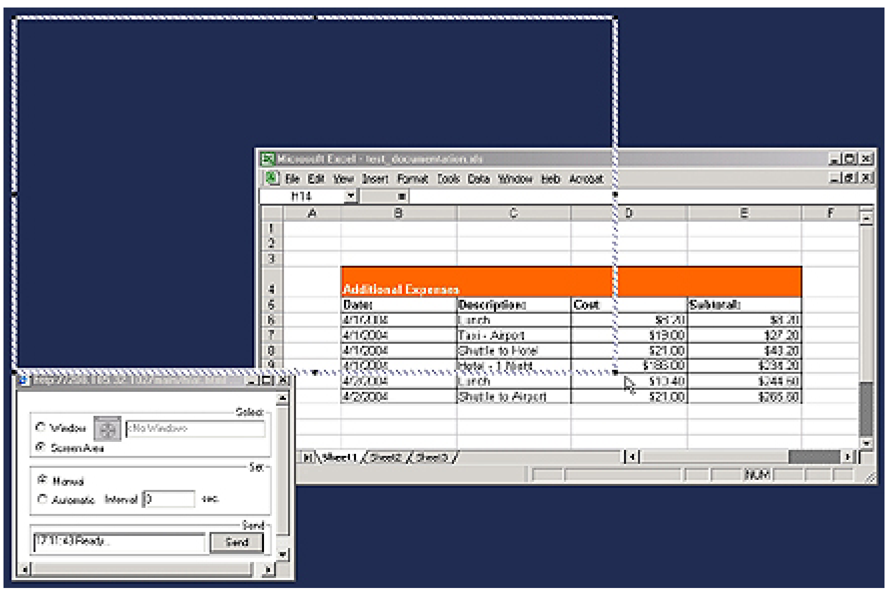


The **Select** section allows you to determine what portion of your desktop you would like to capture:

**Window -** Select this option if you would like to only show an application window. Then, click and drag and drop the window icon onto the title bar of the application window that you would like to grab. Even though you have selected a specific window, any other application or window that overlaps the selected window will also be displayed when grabbing the image.

Screen Area - Select this option if you would like to select a region of your computer screen to grab. When you select this option, you will see the **Screen Area** tool, as pictured below. Any application within this tool will be visible to others.

You may move this tool to a different area of your screen by clicking and dragging your mouse on one of the hatched lines. You may also resize it by clicking on one of the black squares on the edge of the tool and dragging it.



The **Set** section allows you to determine how often you would like the screen grab to update:

- **Manual** - Select this option if you would like to show a static image after clicking the **Send** button.
- **Automatic-** Select this option if you would like to automatically update the screen grabs you show at a fixed time interval. (We recommend a time interval of 3 seconds or greater.)

After you are finished choosing your settings, click the **Send** button to grab your window or screen area. Participants will see the screenshots in their eBoard, and you will have the ability to annotate them.

To Use ScreenGrab on a Macintosh

Note: ScreenGrab does not work on Macintosh OSX. To use ScreenGrab on a Macintosh you must be running OS 9 or earlier.

If this is the first time you are using ScreenGrab, you will need to download and install the ScreenGrab Controller plugin. To download the Controller plugin, click the ScreenGrab icon and follow the on-screen instructions. You may save the ScreenGrab Plugin installer anywhere on your computer, but please take note of its location when you save it, as you will need to access it in order to install it.

Click the **ScreenGrab** button on the eBoard toolbar. The ScreenGrab Controller appears in a new pop-up window:

Click the **Start** button. The **Screen Area tool** appears on your computer screen. Select the screen area that you want to show participants. You can move the target region by placing the mouse pointer anywhere inside the border of the screen area tool and holding the left mouse button down as you drag the box around.

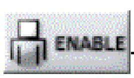
You can resize the target region by placing the mouse pointer over one of the black squares on the edge of the screen area tool, and moving your mouse to change the size of the box.

Click the **Finish** button.

The **Send** button is re-activated:

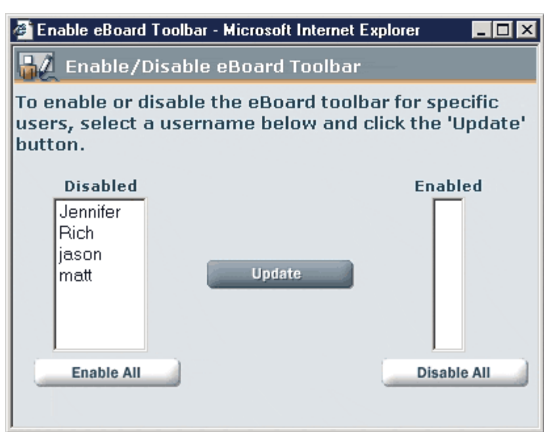
Click the **Send** button. The selected area of you computer screen is sent to the eBoard of all presentation participants. If you would like to reselect a screen area, click the **Start** button again.

Enabling Participants to Use the eBoard



The **Enable** button on the eBoard toolbar allows you to enable selected (or all) participants to use the eBoard tools. The "enabled" participants will receive an eBoard toolbar with all the tools except for the **Enable**, **Save**, and **ScreenGrab** tools.

Click the **Enable** button. The **Enable/Disable eBoard Toolbar** popup window opens:



Select a participant (or multiple participants using the Ctrl or Apple key) from the **Disabled** column and click the **Update** button. Their names will be moved over to the **Enabled** column, and they will automatically see the eBoard tools appear in the Content Frame. To quickly enable all participants, click the "**Enable All**" button instead of selecting participants individually.

To disable participant access at any time, perform the reverse procedure by selecting their names from the **Enabled** column and clicking the **Update** button.

Application Sharing

OpenCampus's Application Sharing tool lets you show or share any application running on your computer with all participants in a presentation. It is the ideal tool to use for:

- Showing dynamically changing content (such as giving web tour of software demonstrations)
- Showing content that cannot be added to OpenCampus as slides (such as any proprietary software application or your desktop)
- Teaching participants to use a software application and having them demonstrate their knowledge for you
- Collaborating on documents and applications (such as a Microsoft Word document or Excel spreadsheet)
- Troubleshooting end users by having them show you their desktops (using OpenCampus's Remote AppShare Request feature)

When you begin Application Sharing in a presentation, all users (besides yourself) will see the application appear in a new window. You can choose to share only the window of the application, a portion of your computer screen, or your entire desktop. Everyone can see all your keystrokes and mouse movements in real-time as you work in the application.

By default, everyone (including co-presenters) can only *see* the application. They are not able to interact with the application. However, you can give them control of your mouse so they can interact with that application as well.

In addition, Application Sharing gives you the ability to let participants share their own applications with the rest of the group. This feature is called *Remote AppShare Request*.

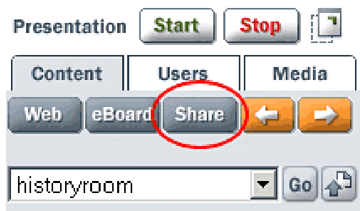
Note that you will need to download the **SecureDoor** plugin the first time you host Application Sharing on your computer. It will automatically attempt to download to your machine; please ensure that you have the ability to download plugins to your computer. You will not need to download additional components after the initial installation. Users who simply wish to view or interact with the shared application will not need to download SecureDoor.

Application Sharing (for presenters using Windows OS)

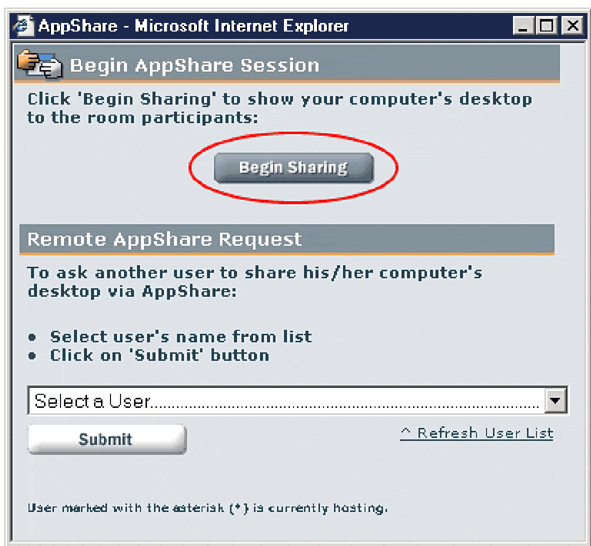
The process for using application sharing is different, depending on whether you are using a Windows or a Macintosh computer.

To Run Application Sharing on Windows OS

On the Presenter's Console, click the **Share** button (located in the **Content** tab):



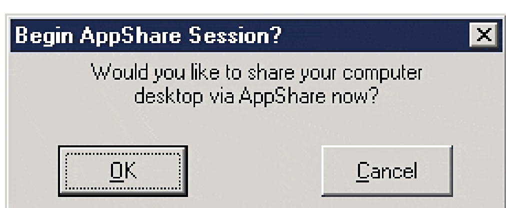
The **Begin AppShare Session** window opens:



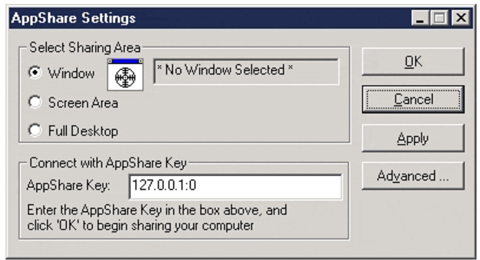
Click the **Begin Sharing** button. If this is the first time you have hosted Application Sharing on your computer, you will need to download the SecureDoor plugin.

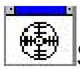
The **Begin AppShare Session?** dialog box opens. Click the **OK** button

-



Decide how you would like to share the application, using the **AppShare Settings** window. Choose one of three options:



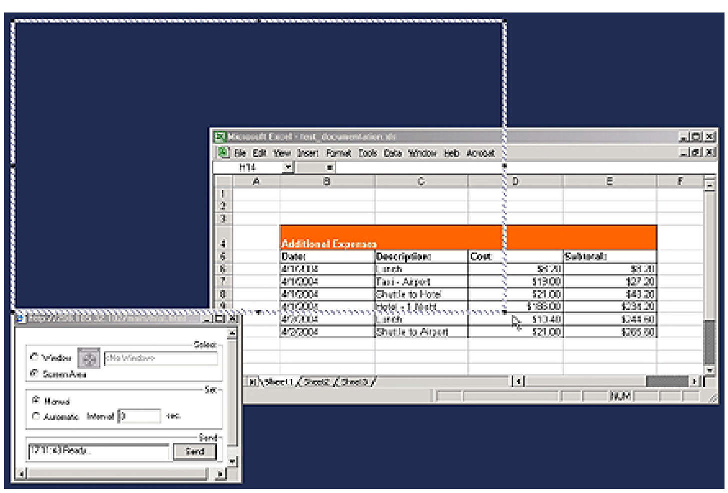
Window - Select this option if you would like to share only the application window. Then click, drag and drop the window icon onto the title bar of the application window that you would like to share. You may choose this option if:

- You're showing/sharing on only one application or window.
- You're going to give control of the application to others. By choosing a Window, you limit mouse and keystroke control to only that application, instead of your entire Desktop.

Note: Even though you have selected a specific window, any other application or window that overlaps the selected window will also be displayed during Application Sharing.

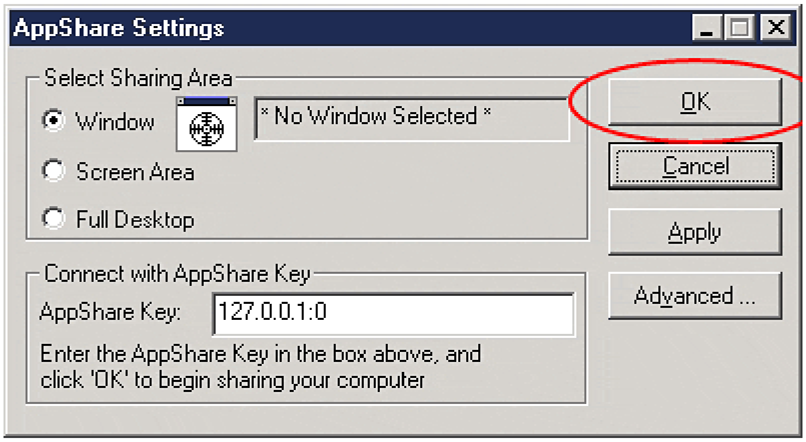
Screen Area - Select this option if you would like to select a region of your computer screen to share. When you select this option, you will see the **Screen Area** tool, as pictured below. Any application within this tool will be visible to others.

You may move this tool to a different area of your screen by clicking and dragging your mouse on one of the hatched lines. You may also resize it by clicking on one of the black squares on the edge of the tool and dragging it.



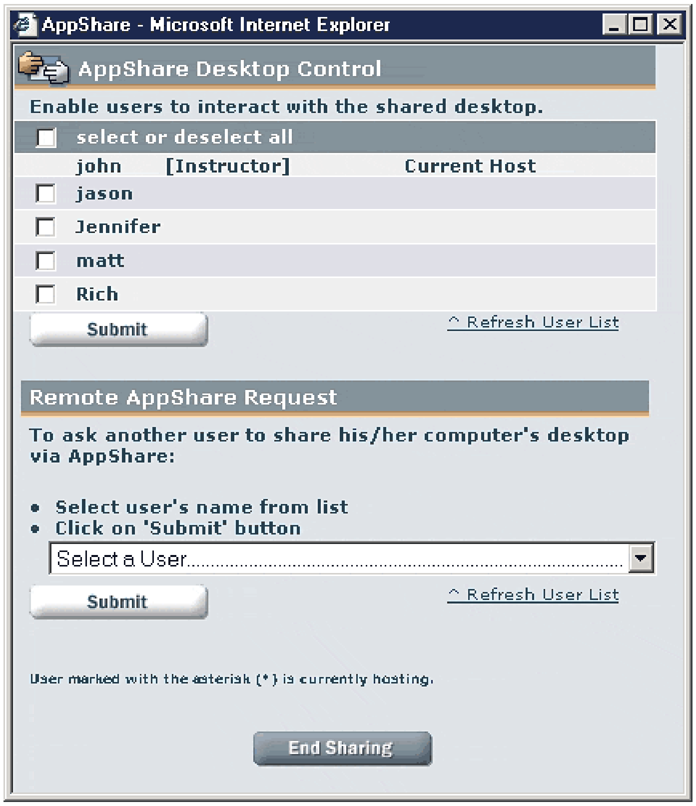
Full Desktop - Select this option if you want to share your entire desktop screen. While it is the easiest option to choose for a presenter, it also takes the longest to display and update for participants.

Click the **OK** button after you have made your selection.



Your application is now shown in a new window to all participants. By default, they do not have the ability to interact with the application (e.g., click on links or type in the application).

In addition, the original **Begin AppShare Session** window turns into the **AppShare Desktop Control** window, which shows a list of everyone in the room:



You may use this window to enable any other people to use the application that you are sharing. Click the check box next to their names and then click the **Submit** button.

Once you click the **Submit** button, the participant(s) that you selected should be able to control the application. If any users enter the room after you begin Application Sharing and you wish to enable them, click the **Refresh** button of the **Desktop Control** window and then enable those participants.

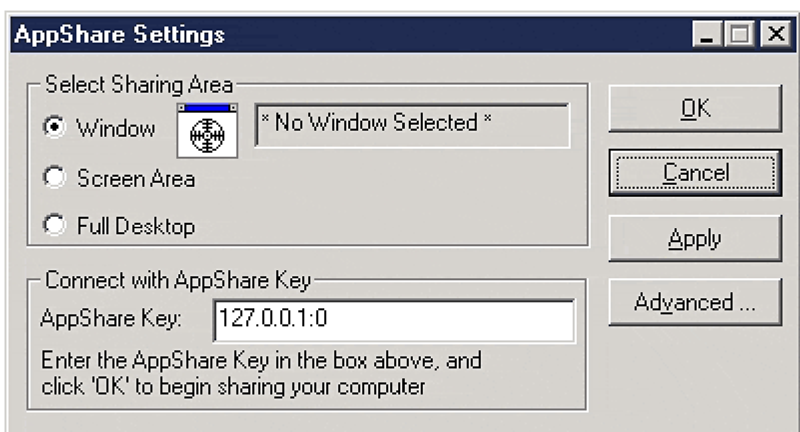
If you are not going to enable any participants, we recommend minimizing this window until you are ready to end Application Sharing.

When you are finished sharing your application, click the **End Sharing** button in the **AppShare Desktop Control** window. The new window with your application should automatically close for all participants.

Additional Notes

If you would like to change the portion of the screen being shared after making your original selection, you can double-click the **Application Sharing** icon in the system tray of your computer screen.

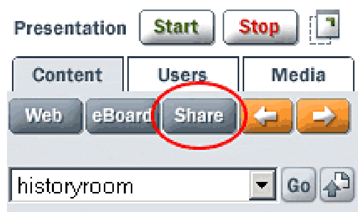
The **AppShare Settings** dialog box reopens and you can select a new screen area to share.



Application Sharing (for presenters using Macintosh OS)

Presenters must use Mac OSX for Application Sharing; OS9 is not supported. Participants may use either Mac OS9 or OSX to view or interact with a shared application.

On the Presenter's Console, click the **Share** button (located in the **Content** tab):



The **Begin AppShare Session** window opens:

Click the **Begin Sharing** button. If this is the first time you have hosted Application Sharing on your computer, you will need to download the SecureDoor plugin.

The **AppShare Connection Confirmation** dialog box opens.

A frame also appears on your desktop. Drag the frame to fit the screen area that you would like to share with participants. For example, if you want to share an application, drag the frame around the application window:

Click the **OK** button on the **Confirmation** dialog box.

Your application is now shown in a new window to all participants. By default, they do not have the ability to interact with the application (e.g., click on links or type in the application).

In addition, the original **Begin AppShare Session** window turns into the **AppShare Desktop Control** window, which shows a list of everyone in the room.

You may use this window to enable any other people to use the application that you are sharing. Click the check box next to their names and then click the **Submit** button. Once you click the **Submit** button, the participant(s) that you selected should be able to control the application. If any users enter the room after you begin Application Sharing and you wish to enable them, click the **Refresh** button of the **Desktop Control** window and then enable those participants.

If you are not going to enable any participants, we recommend minimizing this window until you are ready to end Application Sharing.

When you are finished sharing your application, click the **End Sharing** button in the **AppShare Desktop Control** window. The new window with your application should automatically close for all participants.

If you would like to change the portion of the screen being shared after making your original selection, simply resize the screen area that you would like to share with participants.

Participant-Led Application Sharing (Remote AppShare Request)

You may enable a participant in your room to show or share his/her desktop. This process is called Remote AppShare Request.

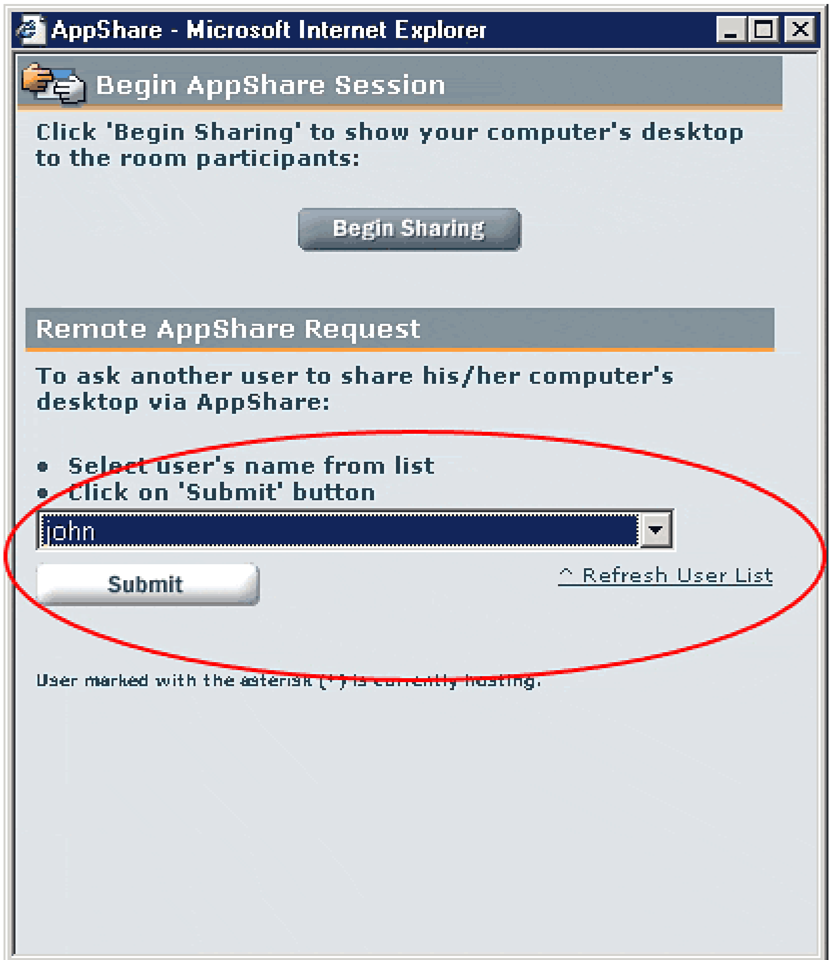
On the Presenter's Console, click the **Share** button (located in the **Content** tab):

The **Remote AppShare Request** window opens:

In the **Remote AppShare Request** section, select the user you want to enable and click the **Select** button.

The selected participant will receive a dialog box asking if he/she would like to share his/her application. The participant will then go through the same processes outlined for presenters to show/share an application. If this is the first time the participant has led Application Sharing, he/she will need to download the SecureDoor plugin.

After you select a participant to lead Application Sharing, you (not the participant) will receive the **AppShare Desktop Control** window. Therefore, you control who can interact with the participant's application, and you end the sharing for the participant when he or she is finished.



When you would like to end Application Sharing, click the **End Sharing** button in the **AppShare Desktop Control** window. The new window with your participant's application should automatically close for all users.

Technical Notes for Application Sharing

- OpenCampus currently supports application sharing for groups of 50 people or less on one server.
- Participants will not need the application installed on their computers to view or interact with it.
- For best performance, follow these recommendations:
  - ✓ Participants should be on the fastest Internet connection available (56 kbps minimum for Application Sharing).

- ✓ Presenters should close all non-OpenCampus applications on their computers before hosting Application Sharing.
- ✓ Presenters should select the smallest possible window or screen area to show or share, for fastest performance.
- ✓ Presenters on Windows OS may want to set the color settings on their monitors to High Color (16-bit). To define this setting, go to **Start** > **Settings** > **Control Panel** > **Display**.
- ✓ Presenters on the Mac OS may want to set the color settings on their monitors to “Thousands”. To define this setting, go to **Apple Menu** > **System Preferences** > **Appearance** > **Display**.
- ✓ If participants accidentally close or cannot locate the Application Sharing window that appears, they can click the **Application Sharing** icon in the navigation bar to bring up the window again.

- ✓ Presenters who accidentally close the **Application Sharing Desktop Control** can click the **Share** button on the Presenter’s Console again to re-display that window.

System Requirements for Application Sharing

In order to successfully lead Application Sharing, please ensure that you meet the following requirements:

- If you are using Win2000, WinXP or WinNT, you must have Administrative privileges to download and install SecureDoor. If you are logged in with Guest or PowerUser privileges, the installation will not succeed.
- Once you have installed SecureDoor, you do not need Administrative privileges to use Application Sharing.
- If you are using a Macintosh OS, you must have Mac OS X+ to download and install SecureDoor. (Note that participants may use either Mac OS 9 or X to view or interact with a shared application.)
- If you are running WinVNC, or any similar brand of Virtual Network Computing software, you must have it disabled while showing/sharing your application.

Best Practices for Application Sharing

The following are best practices to follow when using Application Sharing:

- Before the presentation, conduct a practice session where another user logs in as a participant. You can perform this yourself if you have access to two computers side-by-side.
- During the presentation, have the application ready before you start. By doing this, you can ensure that your application will be the first thing viewed by participants when you begin.
- Refrain from showing the OpenCampus interface in the shared area. This may confuse participants, as they may believe they are looking at their own interface instead of yours.
- You may verbally want to inform participants that a new window will appear when you begin Application Sharing, to minimize confusion.
- In a small group, you may also want to ensure that everyone sees the new window by asking them a question such as, “Is anyone having problems seeing the application?” For those who cannot see the window, you can advise them to click the **Application Sharing** icon in the Navigation Bar.

- If you’d like to use the text chat area during Application Sharing, you should keep the shared content to ¾ of the computer screen to allow people to see and use text chat.
- If you are using Multi-Way Interactive Audio, you should use the Talk Lock feature to avoid using the **Ctrl** key to speak.
- If you enable other participants to have control of your application, we recommend enabling only one participant at a time, or giving very clear instructions about taking turns.
- If you will be giving a web tour but will not navigate through too many links, you may want to consider using screen shots or web pushes instead of Application Sharing, since Application Sharing takes several seconds to initiate.

Interactive Polling Overview

During a presentation, you can help keep participants engaged by asking them interactive polling questions. You may also use polling to test people's knowledge and obtain valuable feedback. OpenCampus offers simple Yes/No polling and more advanced polling for different types of questions.

Yes/No Polling

Yes/No polling is a great tool to ask simple yes or no questions and obtain instantaneous feedback that all participants can see. Presenters can verbally ask a Yes/No question, type the question through text chat, or present a slide that asks the question.

There are many potential uses for Yes/No polling. For example, you can verbally ask a Yes/No question at the beginning of the presentation to ensure that all participants can hear your audio. Participants who can hear you would click the **Yes** button. You (or an assistant) could then easily identify which participants were having difficulty and troubleshoot with them directly.

Yes/No polling could also be used to ask for participants' opinions on a topic, to understand your participants' background knowledge on the topic you will discuss, to take a vote, or to ensure that participants have retained the knowledge you have given them.

<u>To Conduct Yes/No Polling</u>

Verbally pose a question and request that participants answer ***yes*** or ***no*** by clicking the appropriate button. The answer each participant chooses will appear next to his/her name in the Participant Frame. A tally of results will also appear below, in the OpenCampus status bar:

To reset and clear a Yes/No poll, click the **Reset Poll** button in the **Users** tab of the Presenter's Console. You will clear the answers from all participants, so that you may ask another Yes/No question.

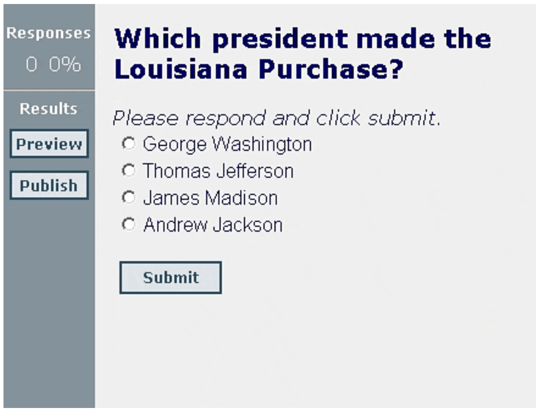
Advanced Polling

OpenCampus's advanced polling features allow you to ask more in-depth questions to participants. Polls are created within the OpenCampus Administration Tools and are presented as slides in a live presentation. Participants respond by typing their answers or selecting the appropriate choices. Results can be displayed on the fly for some types of polls. There are three types of advanced polls you can use:

- **Multiple Choice Poll -** Ask a single question and have participants select one or more responses. Responses can be displayed on-the-fly, using the polling controls that presenters see to the left of the slide.
- **Open Ended Poll -** Ask a single question and have participants type their answer in a text box. Responses can be displayed on-the-fly, using the polling controls that presenters see to the left of the slide.
- **Questionnaire** - Present several multiple-choice and open-ended questions in one form. Responses *cannot* be displayed on-the-fly, but can be accessed through the OpenCampus Administration Tools after the presentation.

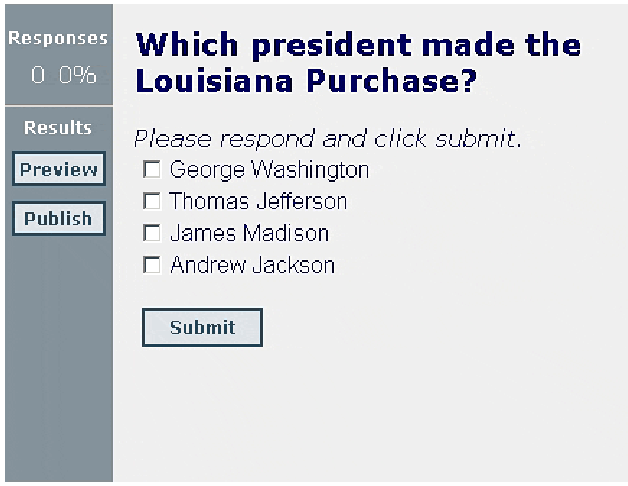
Multiple Choice Polls

Multiple-choice questions are displayed in the Content Frame:

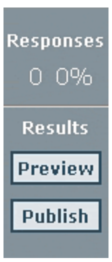


Participants (and presenters) may respond by selecting one or more response choices and clicking the **Submit** button. Users receive a confirmation message after submitting their responses. The default confirmation message is *Thank you. Your response has been submitted*.

Multiple choice questions can be restricted to allow only one response choice per user, or set to allow multiple responses per user. The question shown above is restricted to only one response. When set to allow multiple responses, the radio buttons next to the response choices (as shown above), are replaced by check boxes (as shown below):



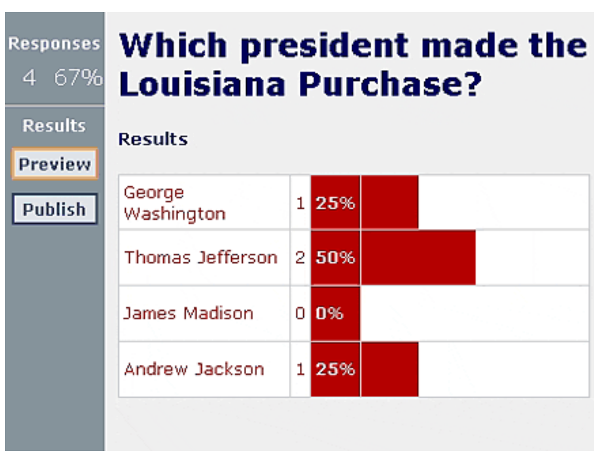
When a multiple choice question is presented, the left edge of the Content frame displays the polling controls to presenters, which contain two important components:



- **Responses** - This upper area provides the number responses that have been submitted and the portion of the group (as a percentage) that has responded. The **Responses** display automatically updates as new responses are submitted.
- **Results** - This lower area provides tools for you to work with the poll responses.

To Publish Multiple Choice Responses

Click the **Preview** button to view the results as they come in. Note that your participants' screens do not change when you click **Preview**. You may click the **Preview** button an unlimited number of times, to preview the latest results.



The table of results shows the number of participants that have selected each response choice, along with the portion of those responding (as a percentage) that have selected each choice.

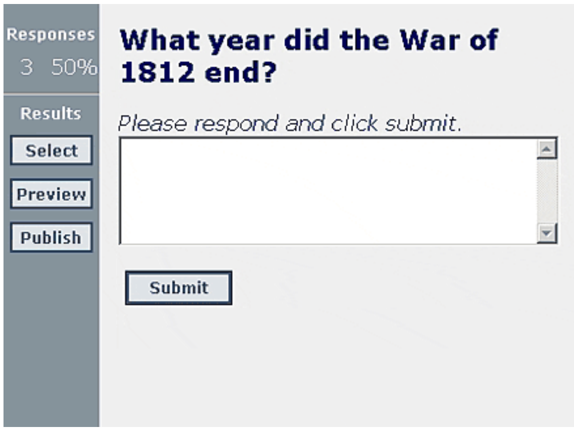
Questions can be configured in the Administration Tools to either display results anonymously (as shown above), or include participant names and individual responses:

Once you are ready to publish these responses to all participants, click the **Publish** button. All users see these results in the Content Frame. In addition, a snapshot of these responses is automatically saved as a slide in the Snapshots Content Folder. This feature gives you the ability to show poll results later in a presentation.

Once poll results are published, the **Preview** and **Publish** buttons are no longer available. In addition, participants are no longer able to respond, even if they haven't finished selecting their responses.

Open Ended Polls

Open-ended polls are displayed in the Content Frame:



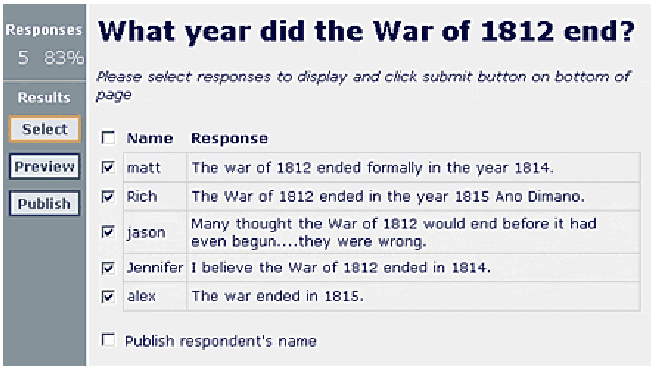
Participants (and presenters) may respond by typing in the response field and clicking the **Submit** button. There is no character limit for open-ended responses. Users receive a confirmation message after submitting their responses. The default confirmation message is *Thank you. Your response has been submitted.*

When an open-ended poll is presented, the left edge of the Content frame displays the polling controls to presenters, which contains two important components:

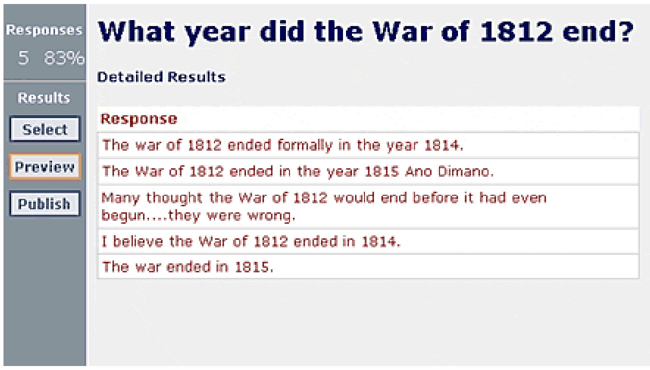
- **Responses** - This upper area provides the number responses that have been submitted and the portion of the group (as a percentage) that has responded. The **Responses** display automatically updates as new responses are submitted.
- **Results** - This lower area provides tools for you to work with the poll responses.

To Publish Open Ended Responses

Click the **Select** button to choose which responses to display when the results are published, and whether to include respondents' names with the responses. Selections are made by placing checks in the checkboxes that appear on the slide and clicking the **Submit** button. Note that your participants' screens do not change when you click **Select** or **Submit**.



Click the **Preview** button to view what your selections will look like. Note that your participants' screens do not change when you click **Preview**. You may click the **Preview** button an unlimited number of times, to preview the latest results. The preview shown here does not include respondents' names:

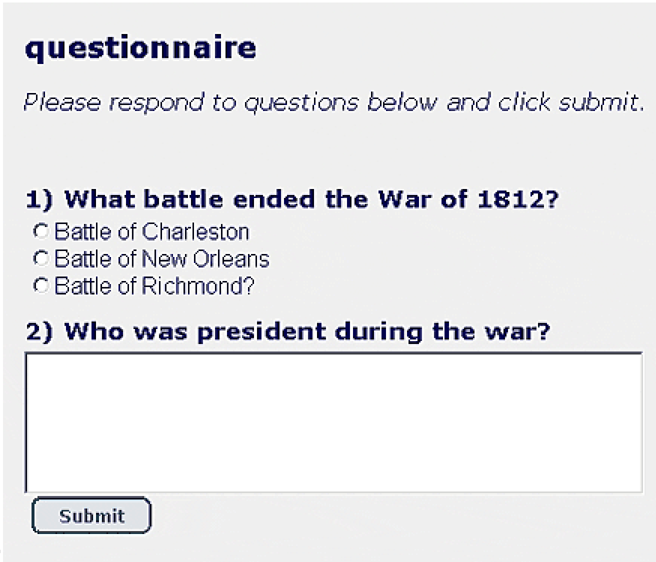


Once you are ready to publish these responses to all participants, click the **Publish** button. All users see these results in the Content Frame. In addition, a snapshot of these responses is automatically saved as a slide in the Snapshots Content Folder. This feature gives you the ability to show poll results later in a presentation.

Once poll results are published, the **Select**, **Preview, Publish** buttons are no longer available. In addition, participants are no longer able to respond, even if they haven't finished selecting their responses.

Questionnaires

Questionnaire polls are collections of multiple-choice and open-ended questions that are presented on a single slide. Questionnaires are generally used for surveys, quizzes, or evaluations:



:

Questionnaire responses are not available for immediate previewing and publishing, but response data may be retrieved using the Poll Results reporting function in the Administration Tools.

Enabling and Disabling Text Chat

Text chat allows you and participants to type messages back and forth to each other. It is generally used to supplement live streaming audio and/or video during the presentation.

As the Presenter, you can enable or disable text chat on-the-fly for all participants at once, or for an individual participant.

To Enable or Disable Text Chat for All Participants

Click the **Users** tab of the Presenter's Console.

Click the **Enable/Disable Chat** button.

- If the button reads **Enable**, clicking it will enable all participants' text chat privileges. The **Chat Status** icon next to all participants' names will be positive.
- If the button reads **Disable**, clicking it will disable all participants' text chat privileges. The **Chat Status** icon next to all participants' names will be negative.

Note: *If private text chat has been disabled in the OpenCampus Administrative Tools, you will not be able to enable it on-the-fly.*

To Enable or Disable Text Chat for an Individual Participant

In the Participant Frame, click the **Chat Status** icon next to the participant you wish to enable or disable.

- If the icon is positive, the participant is enabled. Clicking the icon will disable his/her text chat capabilities.
- If the icon is negative, the participant is disabled. Clicking the icon will enable his/her text chat capabilities.

Note: *If private text chat has been disabled in the OpenCampus Administrative Tools, you will not be able to enable it on-the-fly.*

Moving Users

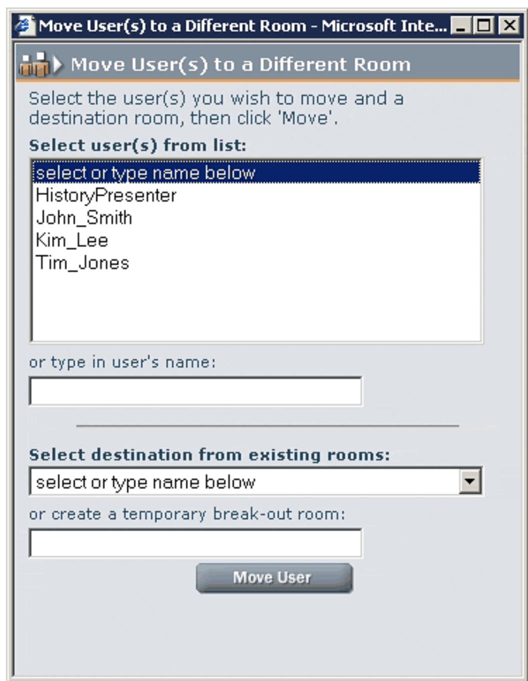
You can move users from your room to the Lobby, another room (such as a breakout room), or an archived presentation. Once you have moved participants, there is no way to bring them back to the main presentation from your original room. You will either need to enter the room(s) for which you have Presenter access, or direct participants to enter the Lobby and re-join the presentation.

<u>To Move Users</u>

Click the **Users** tab of the Presenter's Console.

Click the **Move Users** button:

The **Move a Participant** window opens:



Select the participants you want to move from the **Move Participant(s)** list (or manually type the name in the field below) and select the name of the breakout room from the **To Presentation** list. Use the Ctrl-key (for Windows) or Command key (for Mac) to select multiple participants.

Click the **Move** button. All selected users are automatically moved to the room that you have designated.

<u>Note</u>: Instead of using the **Move Users** button, you can also instruct participants to go to the Lobby and navigate to the new room. Alternately, you can display a slide to participants that contains a hyperlink to the new room.

Using Breakout Rooms

Breakout rooms allow participants and presenters to “breakout” into separate rooms before, during, or after a live presentation. This is a great way to facilitate collaborative group work or use a different media setting.

Any room that you have created in the OpenCampus Administration Tools can be used as a breakout room. Any archived presentation can also function as a breakout room, allowing participants to view the archive together and use the text chat area in real time to communicate with each other.

In addition, you may create a breakout room on-the-fly, which provides a simple room for public and private text chat. (The content frame of this type of room looks like the Lobby.)

For any room that is not created on-the-fly, ensure that:

- You and your participants have appropriate access to the room
- The room is opened, not closed.

Hand Raising

Participants can “raise their hands” by clicking on the **Hand Raising** button  to indicate they would like to ask a question. The participant’s name is brought to the top of the participant list, and a number appears in the **?** column next to his/her name, indicating the order of hand raising relative to other participants.

This feature is useful to receive participant feedback in an orderly manner, especially when public text chat is disabled.

To clear all hand raising indications, go to the **Users** tab of the Presenter’s Console and click the **Reset (?)** button.  The numbers next to participants’ names disappear, and the participant list returns to its default alphabetical order.

Media and Archiving

Before you can give your presentation, it is necessary to select a **Media Setting**. This is usually done by the Room Administrator. The media Setting will determine how the presentation is transmitted to your participants, such as Audio or Video, and whether or not your participants have the ability to speak.

Once your Room Administrator selects and configures a **Media Setting**, you can start your presentation. When you begin, you will be prompted to **Archive** the presentation. By archiving your presentation, you can preserve a copy for later review by yourself and/or your participants.

Creating an Archived Presentation

You can archive your presentation so that others can view it after it has occurred. Alternately, you may choose to create an archive without the presence of a live audience and use the archive as an asynchronous learning tool.

An archived presentation is a recording of a live presentation. The OpenCampus archive feature performs the following actions:

- Captures all audio and/or video, all public chat comments, all content displayed during a live presentation, and all application sharing sessions.
- Plays back all of the actions exactly as they occurred during the live presentation.
- Can be instantly posted to the OpenCampus server to be accessed by participants.

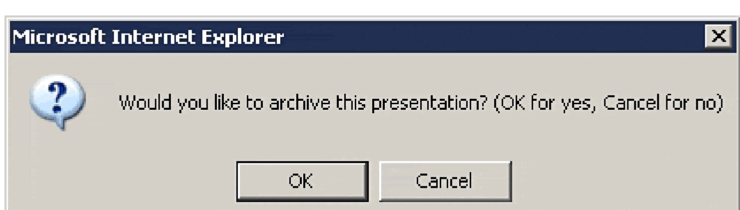
Archived presentations are automatically saved to the OpenCampus server. When it is first created, participants cannot access the archive. It must be "opened" to make it available to participants in the OpenCampus Lobby.

How To Archive a Presentation

Click the **Start Presentation** button on the Presenter's Console

Note: If you are using a Third-Party Conference Call, you will need to connect the audio to the OpenCampus Phone Bridge.

A dialog box appears asking if you would like to archive the presentation.



Click the **OK** button. The **Archive Session** popup window opens, providing a name for the archive and confirming that the archiving process has started. The naming convention for archives is **[RoomID]_year_mmdd_hhmm_ss**

Click **Close** to close this window. A private message also appears in the **Messaging** frame noting that the archiving process is in progress.

To stop the archiving of a live presentation, click the **Stop Presentation** button:

The archived presentation is saved and can be accessed on the **Room Management** page of the OpenCampus Administration Tools. You will need to open the archived presentation to make it available to participants in the OpenCampus Lobby.

Using the Archive Buttons

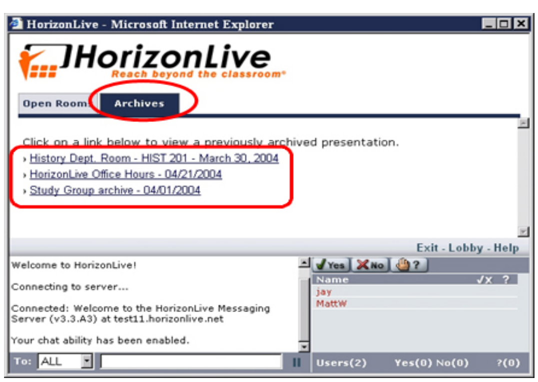
You may also create an archive using the **Archive** (instead of **Presentation**) buttons in the **Users** tab of the Presenter's Console.

The **Start/Stop Archive** buttons should be used instead of the **Presentation** buttons if:

- You are conducting a 1-Way Broadcast Audio or Video presentation and would like to begin the audio/video well in advance of the archive.
- You would like to end an archive that someone else has started; you would use the **Stop Archive** (instead of **Stop Presentation**) button.

Viewing an Archived Presentation

Archived presentations are accessible from the OpenCampus Lobby. Note that the archived presentations are grouped separately from live presentations:



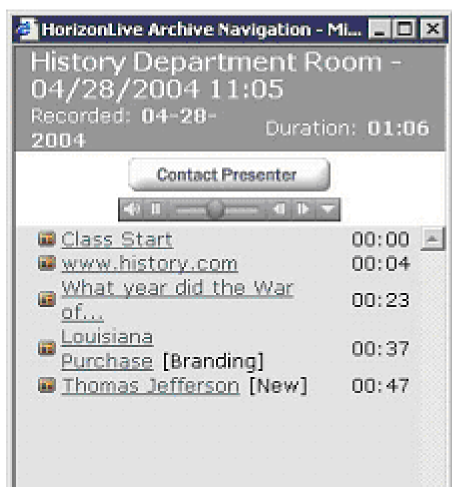
If you are in the Lobby, click the on the **Archives** tab and then click on the name of the archived presentation that you would like to view. You will then be moved into the archived presentation automatically. In addition to the OpenCampus interface, a separate **Navigation Window** will appear to the left of the interface.

The archived presentation should begin to play automatically after you access it. (Please note that you may experience a few seconds of buffering before it begins to play.) The presentation slides will automatically advance for you, and you will see everything as it happened in the live presentation.

If desired, you can use the Navigation Window to jump to specific transition points within the archive. In the Navigation Window, navigation points are broken up into primary and secondary navigation points:

- Primary navigation points include events where someone presented a slide, website, eBoard content, or ScreenGrab images.
- Secondary navigation points include chat comments and eBoard annotations.

The following diagram shows the **Navigation Window** of an archived presentation with both primary and secondary navigation points:



You can navigate within the archive by clicking on either the primary or secondary navigation points in this window.

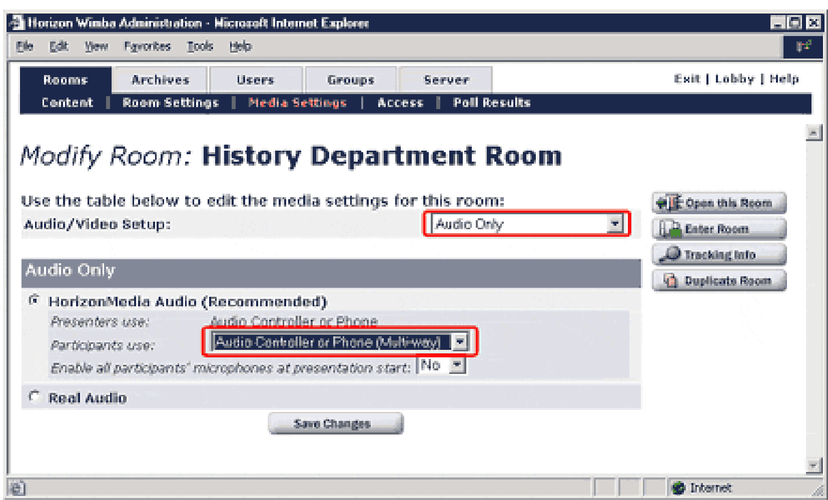
Multi-way Audio

When **Multi-way Audio** has been selected as the Media Setting for your room, all participants and presenters have speaking capabilities during the live presentation. Note that you may enable/disable any or all participants' speaking capabilities at any time during the presentation. We recommend establishing ground rules (such as instructing people to use the **Hand Raising** button when they would like to speak) at the beginning of the presentation to maintain order.

Participants and presenters will use the HorizonMedia Audio Controller to speak and listen to the Internet audio. Users experiencing difficulty with the Internet audio may use the telephone broadcast/simulcast to speak and listen during the live presentation.

Multi-way Audio: Pre-Presentation Checklist:

❒ Correct Media Setting - Ensure that the **Media Settings** of your room (in the OpenCampus Administration Tools) is correctly set to the following:
- **Audio/Video Setup**: "Audio Only"
- "HorizonMedia Audio" radio button is selected
- **Participants use:** "Audio Controller (Multi-way)". If participants may use the telephone as a backup option to speak and listen, ensure that "Audio Controller or Phone (Multi-way)" is selected.



❒ Participant Preparation - To conduct a successful presentation, all participants *must* have run and passed all tests within the OpenCampus Wizard. The version of the Wizard used should match the media setting you have chosen for your presentation. The correct version can be found by clicking the **Get Info** button for the room in the OpenCampus Administration Tools. The Wizard is a diagnostic tool and will not automatically download or configure all system requirements. Therefore, participants cannot merely *run* the Wizard. They must *pass* all tests as well. The Wizard should be run several days in advance of the first presentation to allow for technical troubleshooting if needed.

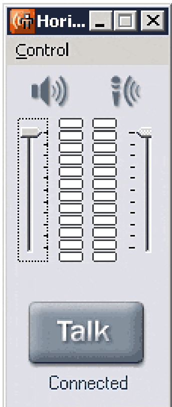
For best audio quality and ease of use, we recommend using a headset, instead of standalone speakers/headphones and a microphone. In addition, we generally recommend avoiding the use of internal microphones built into a computer, as they tend to produce lower sound quality compared to external microphones.

- ❒ Presenter Preparation - In addition to running the Wizard, presenters must ensure that they have adequately prepared to deliver the live presentation. Preparation involves being familiar with the HorizonMedia Audio Controller, in addition to other OpenCampus features. Presenters should conduct a practice session (ideally with a volunteer participant) on the presentation computer to ensure that the HorizonMedia Audio Controller has been successfully installed, to check audio levels, and to become more familiar with the system.

Multi-way Audio: At the Start of the Presentation

If you are Using a Microphone to Speak/Listen

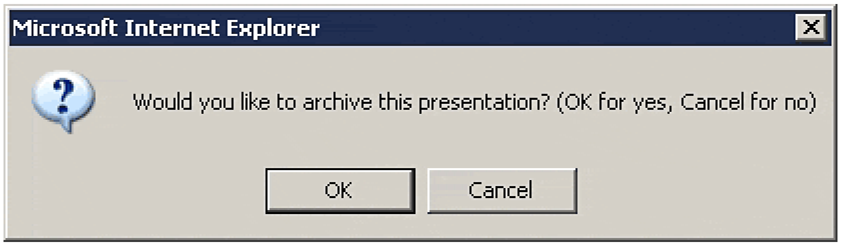
Ensure that the HorizonMedia Audio Controller has launched and reads **Connected**.



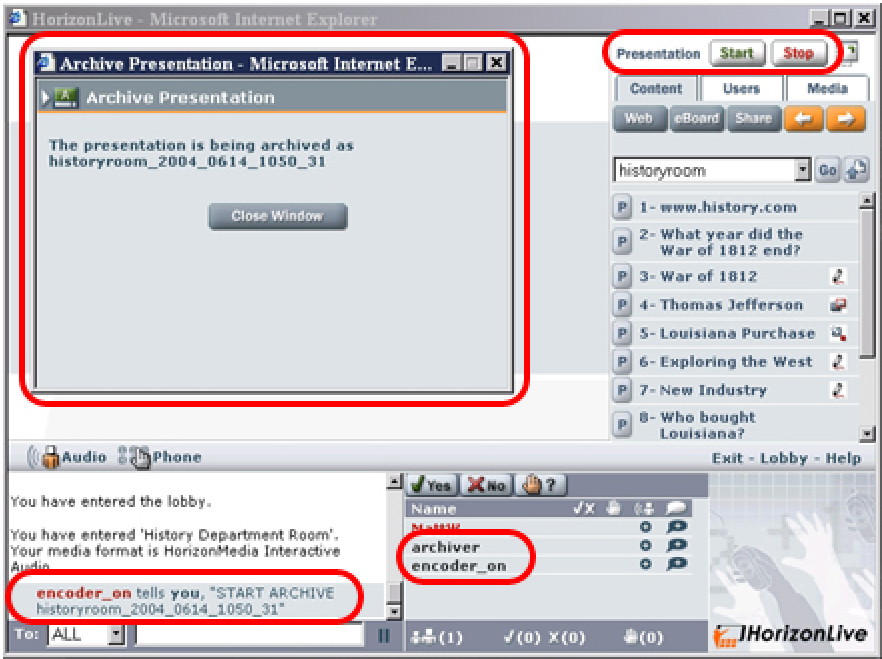
Participants will automatically be able to hear you speak.

If you would like to archive the presentation, click **Start Presentation** on the Presenter's Console.

A dialog box appears, asking if you would like to archive the presentation.



Click **OK** to archive the presentation. You will see a private message confirmation in the text chat area, confirming that the archive has begun. You will also receive a pop-up window confirming the title of the archive. You may close this pop-up window after it has finished loading. Throughout the course of the archive recording, two system messages should be displayed in the Participant Frame: **archiver** and **encoder_on**.



If you had enabled participants' microphones at presentation start, they will be able to speak at any time. (The Hand Raising feature would be useful in preventing multiple people from speaking at once.)

If you had disabled participants' microphones at presentation start, you will need to enable any or all participants before they can speak. (The Hand Raising feature would be useful in determining which user(s) to enable at a given time.)

If you are Using a Telephone to Speak/Listen

Ensure that your telephone is comfortably within reach of your computer. (You may want to use a telephone headset to keep your hands available to perform other presentation tasks.)

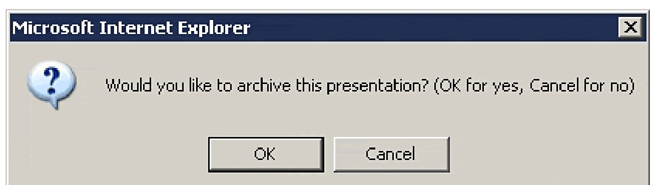
When you are ready to begin, click the **Phone** icon within the OpenCampus navigation bar. A telephone and PIN will appear.

Dial the telephone number provided and enter the PIN when verbally prompted. You should hear 3 short tones, indicating that you have successfully connected.

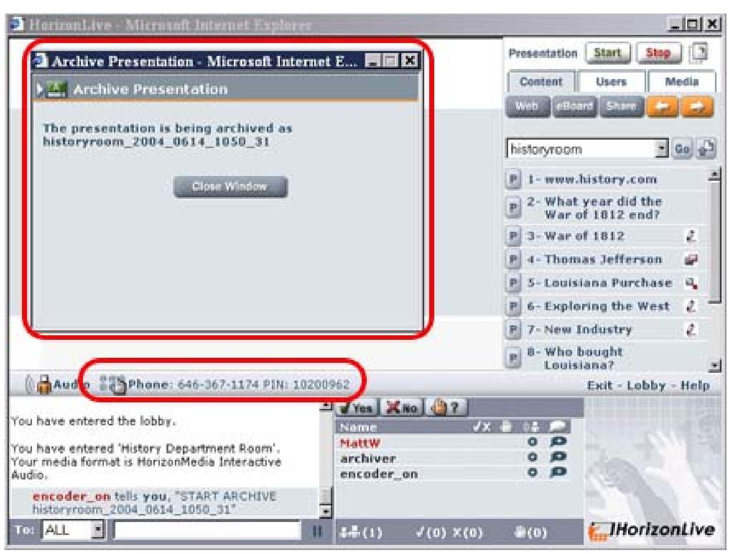
Participants will automatically be able to hear you speak once you connect to the Phone Bridge.

If you'd like to create an archive of the presentation, click **Start Presentation** on the Presenter's Console.

A dialog box appears, asking if you would like to archive the presentation.



Click **OK** to archive the presentation. You will see a private message confirmation in the text chat area, confirming that the archive has begun. You will also receive a pop-up window confirming the title of the archive. You may close this pop-up window after it has finished loading. Throughout the course of the archive recording, two system messages should be displayed in the Participant Frame: **archiver** and **encoder_on**.



If you had enabled participants' microphones at presentation start, they will be able to speak at any time. (The Hand Raising feature would be useful in preventing multiple people from speaking at once.)

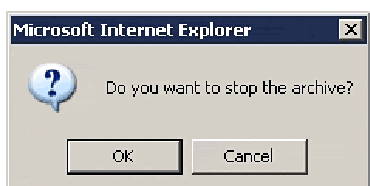
If you had disabled participants' microphones at presentation start, you will need to enable any or all participants before they can speak. (The Hand Raising feature would be useful in determining which user(s) to enable at a given time.)

Multi-way Audio: At the End of the Presentation

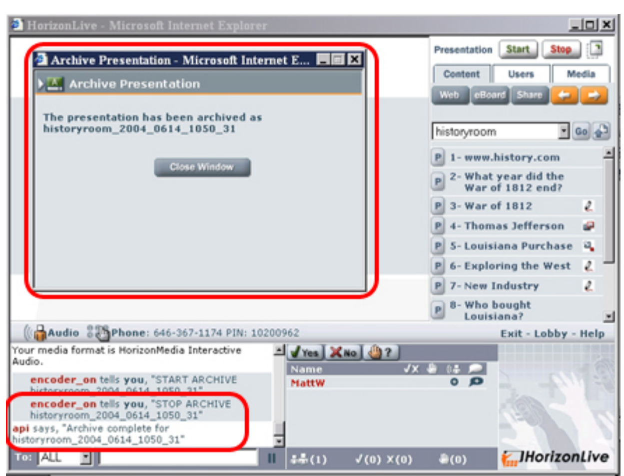
To Stop the Archive

If you had decided to create an archive, click **Stop Presentation** on the Presenter's Console.

A dialog box appears, confirming that you would like to stop the archive.



Click **OK**. You will receive a pop-up confirmation message, as well as a private message in the text chat area confirming that the archive has ended.



Multi-way Audio: Additional Notes

If Telephone Simulcast/Broadcast has been Enabled for Participants

Participants who need to access the broadcast/simulcast should click the **Phone** icon within the OpenCampus navigation bar. A telephone and PIN will appear.

They can then dial the telephone number provided and enter the PIN when verbally prompted. They should hear one short tone, indicating that they have successfully connected. Participants can now listen to your audio via telephone, and if they are enabled to speak, can also speak using the telephone.

All participants using this option will need simultaneous access to the telephone and Internet to fully participate in the presentation.

HorizonMedia Interactive Audio: Enabling and Disabling Speaking Privileges

The advanced media settings in the OpenCampus Administration Tools determine whether or not participants have speaking privileges at the start of the presentation. However, you can change speaking privileges for any or all participants during the live presentation.

The microphone indicator in the participant list indicates whether or not a user is enabled to speak. A plus sign  indicates that a user has speaking privileges. A minus sign  indicates that a user does not have speaking privileges.

You can enable or disable speaking privileges for all participants at once or for an individual participant.

To Enable or Disable Speaking Privileges for All Participants

Click the **Users** tab of the Presenter's Console.

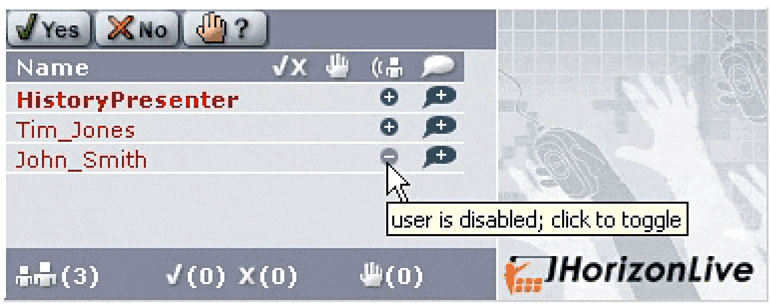
Click the **Enable/Disable Audio** button.

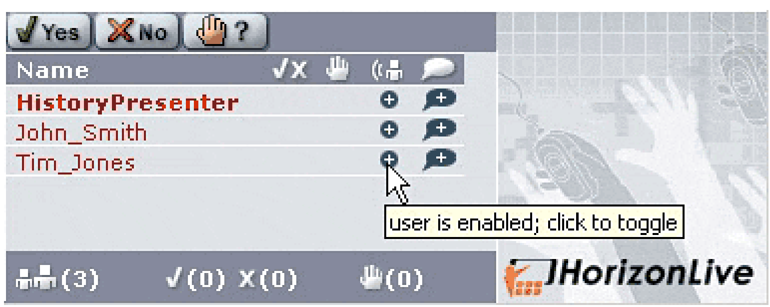
- If the button reads **Enable**, clicking it will enable all participants' audio privileges. The **Audio Status** icon next to all participants' names will be positive.
- If the button reads **Disable**, clicking it will disable all participants' audio privileges. The **Audio Status** icon next to all participants' names will be negative.

To Enable or Disable Speaking Privileges for an Individual Participant

In the Participant Frame, click the **Audio Status** icon next to the participant you wish to enable or disable.

- If the icon is positive, the participant is enabled. Clicking the icon will disable his/her speaking privileges.
- If the icon is negative, the participant is disabled. Clicking the icon will enable his/her speaking privileges.





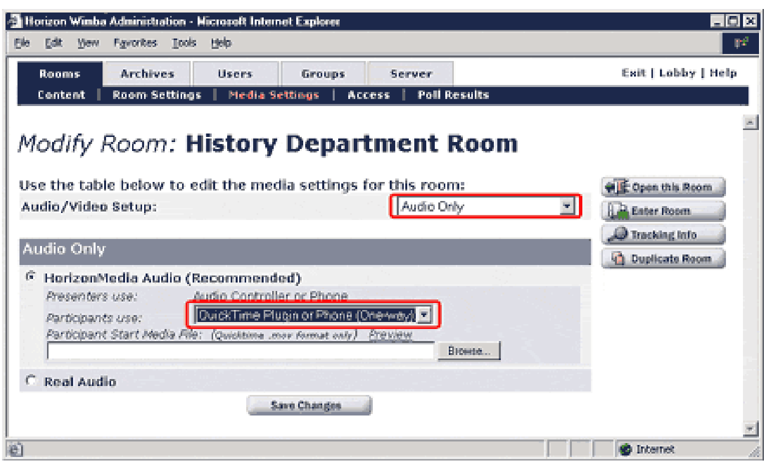
One-way Audio (HorizonMedia)

When **One-way Audio (HorizonMedia)** has been selected as the Media Setting for your room, presenters are the only users with speaking capabilities during the live presentation. All participants can communicate via text chat only and listen to your Internet audio using the QuickTime plugin.

You (and any co-presenters) use the HorizonMedia Audio controller and a microphone to broadcast Internet audio to your participants. If presenters don't have access to a microphone, they may use the telephone broadcast option instead. If participants are experiencing Internet audio difficulty, they may use the telephone simulcast option as a backup.

Checklist before the Presentation:

- ❒ Correct Media Setting - Ensure that the Media Settings of your room (in the OpenCampus Administration Tools) is correctly set to the following:
  - **Audio/Video Setup**: "Audio Only"
  - "HorizonMedia Audio" radio button is selected
  - **Participants use:** "QuickTime Plugin (One-way)" - If participants may use the telephone as a backup option to listen, ensure that "QuickTime Plugin or Phone (One-way)" is selected.



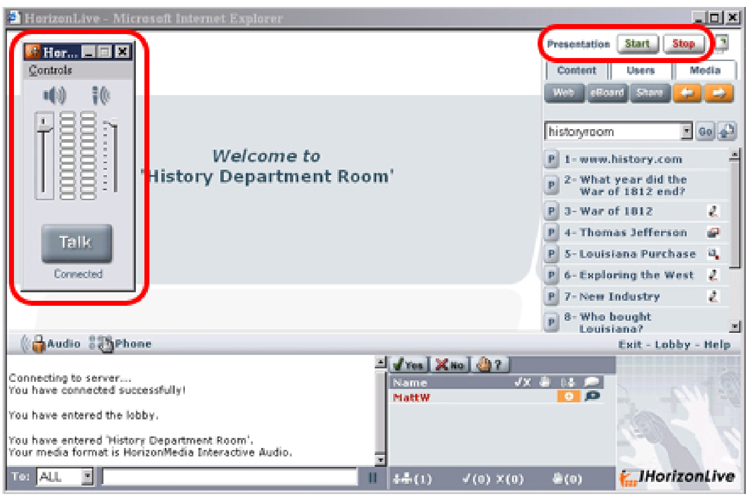
- ❒ Participant Preparation - To conduct a successful presentation, all participants must have run and passed all tests within the OpenCampus Wizard. The version of the Wizard used should match the media setting you have chosen for your presentation. The correct version can be found by clicking the Get Info button for the room in the OpenCampus Administration Tools. The Wizard is a diagnostic tool and will not automatically download or configure all system requirements. Therefore, participants cannot merely run the Wizard. They must pass all tests as well. The Wizard should be run several days in advance of the first presentation, to allow for technical troubleshooting if needed.

- ❒ Presenter Preparation - In addition to running the Wizard, presenters must ensure that they have adequately prepared to deliver the live presentation. Preparation involves being familiar with the HorizonMedia Audio Controller, in addition to other OpenCampus features. Presenters should conduct a practice session (ideally with a volunteer participant) on the presentation computer to ensure that the HorizonMedia Audio Controller has been successfully installed, to check audio levels, and to become more familiar with the system.

At the Start of the Presentation

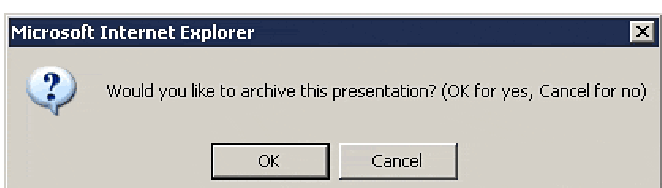
If you are Using a Microphone to Broadcast Audio

Ensure that the HorizonMedia Audio Controller has launched and reads **Connected**. (Co-presenters will be able to hear each other, although participants will not hear you until you click the **Start Presentation** button.)

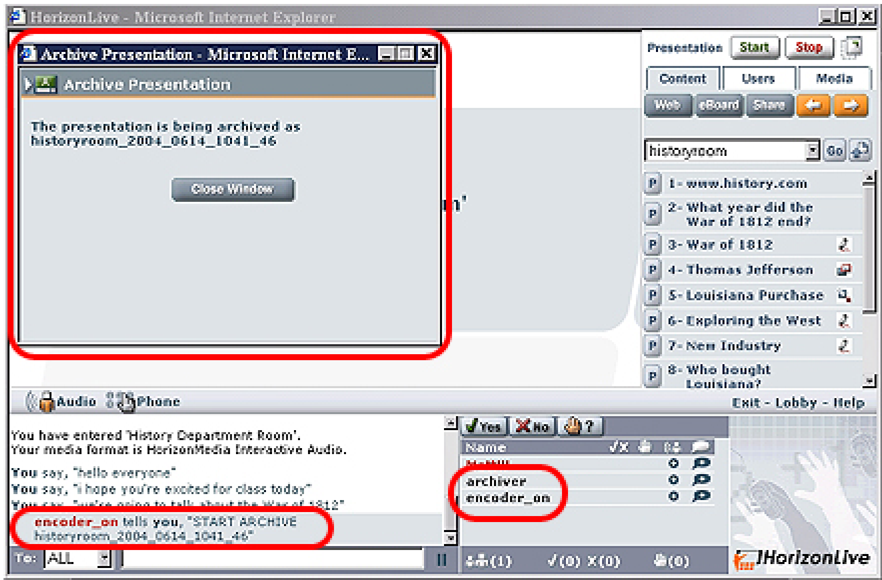


When you are ready to begin the presentation, click **Start Presentation** on the Presenter's Console.

A dialog box appears, asking if you would like to archive the presentation.



Click **OK** to archive the presentation, or click **Cancel** to broadcast audio without creating an archive. If you decide to archive the presentation, you will see a private message confirmation in the text chat area, confirming that the archive has begun. You will also receive a pop-up window confirming the title of the archive. You may close this pop-up window after it has finished loading. Throughout the course of the archive recording, two system messages should be displayed in the Participant Frame: **archiver** and **encoder_on**.



Participants will automatically be able listen to your audio through their speakers or headset via the QuickTime plugin. They can communicate with you by typing public or private text messages in the Text Chat Frame, if they have been given this capability.

If you are Using a Telephone to Broadcast Audio

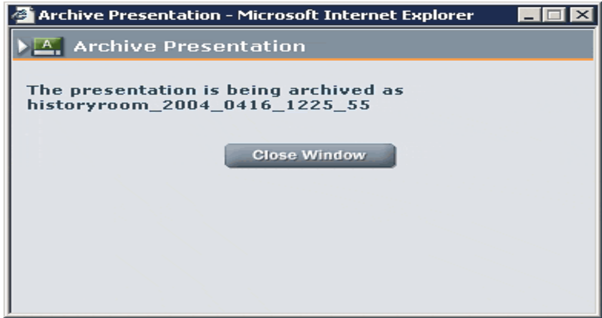
Ensure that your telephone is comfortably within reach of your computer. (You may want to use a telephone headset to keep your hands available to perform other presentation tasks.)

Click the **Phone** icon within the OpenCampus navigation bar. A telephone and PIN will appear.

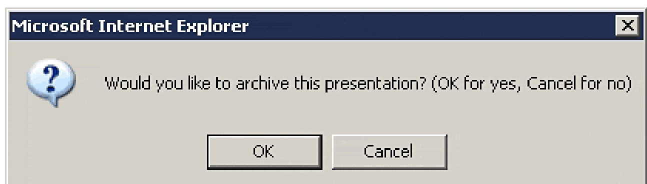
Dial the telephone number provided and enter the PIN when verbally prompted. You should hear 3 short tones, indicating that you have successfully connected. (Co-presenters will be able to hear each other, although participants will not hear you until you click the **Start Presentation** button.)

When you are ready to begin the presentation, click **Start Presentation** on the Presenter's Console. (Participants will not be able to hear you before you click **Start Presentation**; however, co-presenters will be able to hear each other.)

A dialog box appears, asking if you would like to archive the presentation.



Click **OK** to archive the presentation, or click **Cancel** to broadcast audio without creating an archive. If you decide to archive the presentation, you will receive a pop-up confirmation message, as well as a private message in the text chat area, confirming that the archive has begun. You may click the **Close Window** button of the pop-up confirmation message.



Participants will automatically be able listen to your audio through their speakers or headset via the QuickTime plugin. They can communicate with you by typing public or private text messages in the Text Chat Frame, if they have been given this capability.

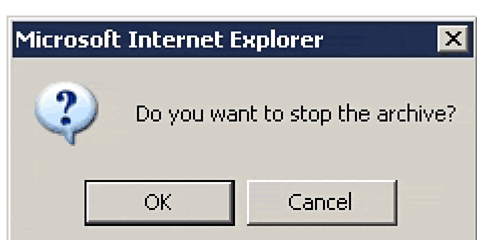
HorizonMedia Broadcast Audio: At the End of the Presentation

To Stop Broadcasting Audio/Video and Stop the Archive

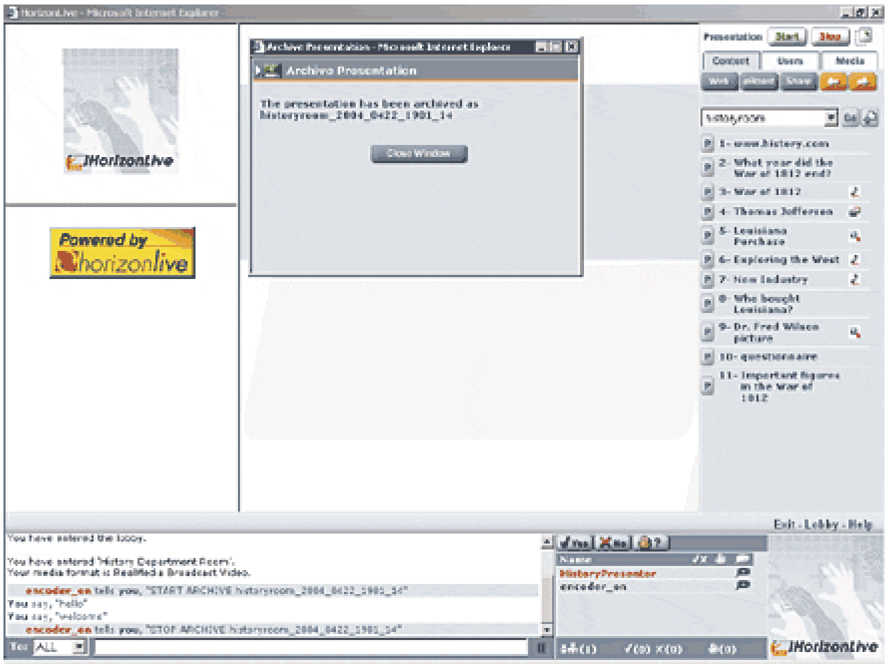
When you are ready to stop broadcasting audio/video and stop the archive, remain silent and still for at least 10 seconds after your last spoken word, to ensure that all participants have received your audio/video.

Click **Stop Presentation** on the Presenter's Console.

If you had decided to create an archive, a dialog box appears, confirming that you would like to stop the archive.



Click **OK**. You will receive a pop-up confirmation message, as well as a private message in the text chat area, confirming that the archive has ended. You may close this pop-up window after it has finished loading.



HorizonMedia Broadcast Audio: Additional Notes

If Telephone Simulcast has been Enabled for Participants

Participants who need to access the simulcast should click the **Phone** icon within the OpenCampus navigation bar. A telephone and PIN will appear.

They can then dial the telephone number provided and enter the PIN when verbally prompted. They should hear one short tone, indicating that they have successfully connected. Participants can now listen to your Internet audio via telephone.

All participants using this option will need simultaneous access to the telephone and Internet to fully participate in the presentation.

Audio Latency

There is an inherent delay in the time it takes for a presenter’s words to reach a participant’s computer speakers or telephone.   This latency is due to buffering, which helps ensure better audio quality using a less than optimal connection. The latency that participants experience will vary, but it should be within the 4-to-7 second range using the HorizonMedia System.

HorizonMedia Audio Controller

If you wish to give a presentation (with a microphone) using Multi-way Audio or One-way Audio (HorizonMedia), you will need the **HorizonMedia Audio Controller** to stream audio to your participants.

- If Multi-way Audio is used, participants will listen and speak using the HorizonMedia Audio Controller.

- If One-way Audio (HorizonMedia) is used, participants will listen to your audio using the QuickTime plugin.

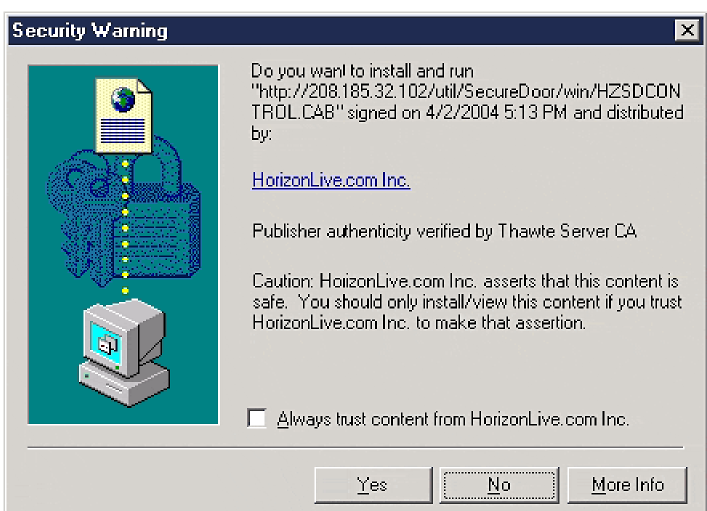
The HorizonMedia Audio Controller automatically loads when you enter your room (or when you run the OpenCampus Wizard for HorizonMedia Interactive Audio). When you enter your room, it will load in a separate window, which you can minimize or "hide" behind the OpenCampus window if desired. If you need to bring it back to the front, simply click on the minimized window icon in your taskbar (PC) or in your Dock (MAC).

Although the Audio Controller can be minimized or hidden, it cannot be closed during the presentation. If it is closed, you will not have the ability to send or receive audio. If you accidentally close the Controller, you may re-launch it by clicking the **Audio** button on the navigation bar of the OpenCampus interface. This will restore your audio connection and your Audio Controller.

Downloading SecureDoor

SecureDoor is a Horizon Wimba plugin that needs to be downloaded onto your computer before you can use the HorizonMedia System to speak or listen. (This plugin is also necessary if you lead an Application Sharing session.)

When you attempt to load the HorizonMedia Audio Controller for the first time, you will be presented with a Security Warning dialog box prompting you to download a plugin from Horizon Wimba.



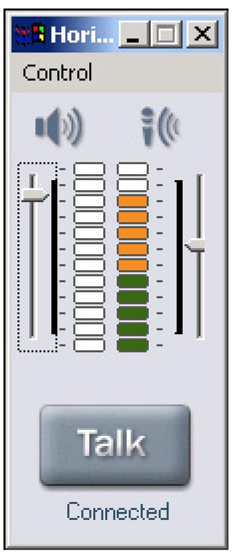
Click the **Yes** button to download and install SecureDoor to your system. You may see a window appear with a progress bar indicating the status of the download. Once you have successfully downloaded SecureDoor, you should see the HorizonMedia Audio Controller appear.

System Requirements for HorizonMedia Audio

In order to successfully download SecureDoor, please ensure that you meet the following requirements:

- If you are using Win2000, WinXP or WinNT, you must have Administrative privileges to download and install SecureDoor. If you are logged in with Guest or PowerUser privileges, the installation will not succeed.
- If you are using a Macintosh OS, you must have Mac OS X+ to download SecureDoor and use the HorizonMedia Audio Controller. (Note that Mac OS 9 users may use the telephone broadcast/simulcast option instead of the Controller, if available for your room.)

Using the HorizonMedia Audio Controller



The level meter on the left side of the Controller registers the audio that you receive. Anytime someone else speaks, you should see the colorful bars of this meter fluctuate with the volume level you receive. You can adjust this volume by adjusting the slider to the left of this meter.

The level meter on the right side of the Controller registers the audio that you send. Anytime you speak, you should see the colorful bars of this meter fluctuate with the volume level you send. When speaking loudly, the bars should reach the top of the orange range (third indicator from the top) consistently, and occasionally reach the top two (red) levels. If the volume is too high, your voice may be distorted and others will be able to hear you breathing. If the volume is too low and only hits the green levels, the system will try to amplify the sound and possibly create distortion

You can adjust the volume you send by adjusting the slider to the right of this level meter. You may also adjust it using your computer's recording settings.

To be able to receive and send audio, you need to ensure that the HorizonMedia Audio Controller is never closed during the presentation, although it may be minimized. In addition, the controller should say "Connected" under the Talk button.
The application icon for the HorizonMedia Audio Controller will appear in your computer's taskbar (PC)/dock (Mac). You can use it to bring the controller to the front of your screen or hide it in the taskbar: 

Speaking to Participants

For others to hear you, you will need to be in "Talk mode." To turn on "Talk mode," you can choose one of the following options:

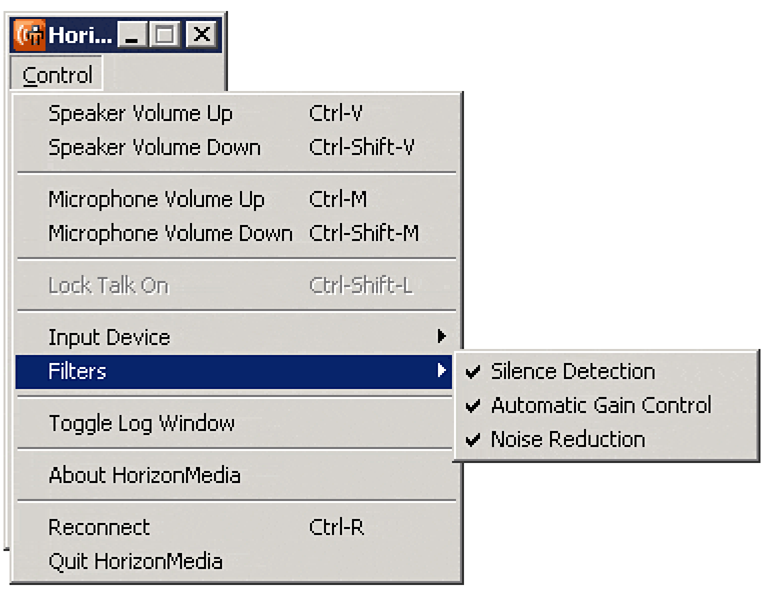
- Press and hold the **Ctrl** key on your keyboard as you speak.
- Click and hold the **Talk** button on the Audio Controller with your mouse as your speak.

You may keep your hands free and keep "Talk mode" locked on by choosing one of the following options:

- Click the HorizonMedia Audio Controller once with your mouse, to ensure it is the focus of your keyboard. For PC, press **Ctrl + Shift + L**. For Mac, press **Command + Shift + L**
- Click on the **Control** menu > **Lock Talk On** to keep "Talk mode" locked on/off.

Advanced Features of the HorizonMedia Audio Controller

The **Filters** options on the **Control** menu allow you to customize the quality of your audio, should you wish to make adjustments. (Note that Mac users will find the **Control** menu in the menu bar next to the Apple menu.) We recommend leaving these default options selected.



- **Silence Detection** can be used to insure that you transmit audio only when you are speaking. This will prevent distracting static or background noises. This feature should normally be kept on. However, if you find that your speech is not being properly detected, you can disable this filter, which will cause your audio to be transmitted at all times.

- **Automatic Gain Control** can be used to help normalize the volume of incoming or outgoing audio, thus keeping the volume levels relatively steady. Low-level audio is boosted and high-level audio is reduced, in an effort to stabilize the audio.

- **Noise Reduction** can be used to help reduce the level of background noise picked up by the microphone in use.

You can also use aural (instead of visual) cues when interacting with the controller, if you are visually impaired.

- **Volume Controls**: When volume is changed using the sliders or key commands, there is a feedback 'beep' that gets louder or softer based on the volume level of the speaker or microphone.

- **Enabled/Disabled Cue**: When you have been enabled to speak, you will hear three chimes to signal your new state. When you have been disabled, you will hear only one chime.

Telephone Broadcast/Simulcast Option:

If you do not have access to a microphone or the HorizonMedia Audio Controller, you can receive and send audio over your telephone; this is the broadcast/simulcast option. If it is available in your room, you will be able to click the **Phone** icon, which will automatically be replaced by a dial-in number and PIN number. You can then dial the number to listen and/or speak via telephone.

Preparing Your Microphone and Computer

If the presentation will use HorizonMedia Interactive Audio , we recommend using a headset (with integrated headphones and microphone). Headphones will generally produce better audio quality than speakers, and they will also prevent the audio you receive from being picked up by the microphone when you speak.

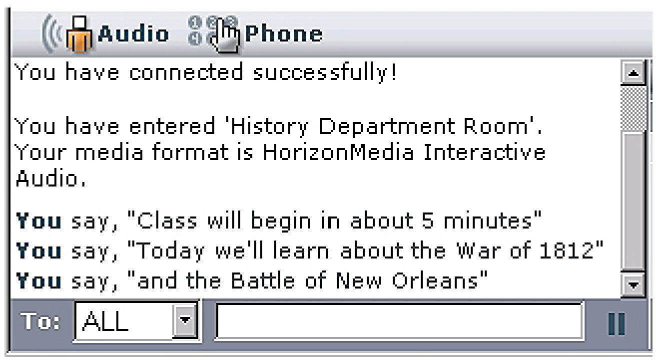
Before leading a presentation, make sure that you have tested your microphone setup and that your audio devices are properly connected to your computer.

Speaker/headphone plugs are usually color-coded to match the output port of most PCs. Typically, speakers/headphones will be plugged into the green port to your sound card. If your computer does not come with color-coded ports, search for the icon that resembles sound waves with an arrow pointing outward.

Microphone plugs are also usually color-coded to match the microphone port of most PC's. Typically, microphones will be plugged into the red or pink port to your sound card. If your computer does not come with color-coded ports, search for the icon that resembles a microphone.

To Recover Audio During a Presentation

If you lose the ability to listen or speak during the middle of a presentation, make sure that you have not accidentally closed the HorizonMedia Audio Controller. In addition, make sure that "Disconnected" did not replace "Connected" below the Talk button of the controller. If either case applies, you can click on the Audio button to refresh your connection and restart the audio.



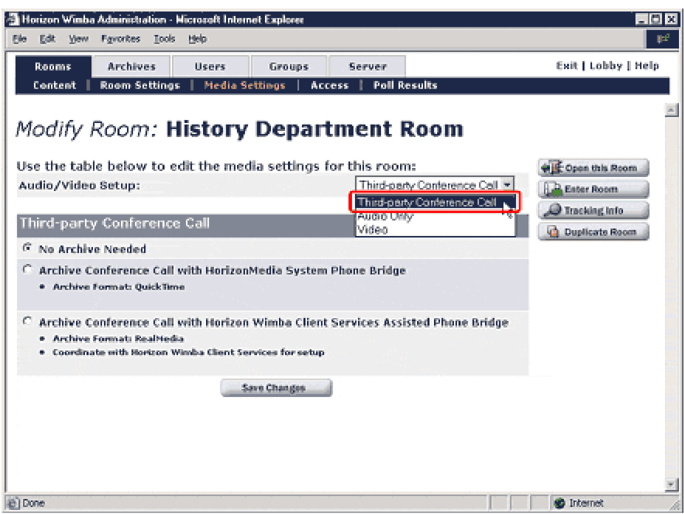
Third-Party Conference Call

When **Third-Party Conference Call** has been selected as the Media Setting for your room, presenters and participants communicate via telephone conferencing (or text chat only). While you can use any teleconferencing vendor, Horizon WImba partners with conference call providers if the need arises. Please contact Horizon Wimba Sales for more information.

Presenters and participants must have simultaneous telephone and Internet access to fully participate in a live presentation. The presentation can be archived if the conference call is connected to the OpenCampus Phone Bridge. You must choose in advance of the presentation that you would like to use QuickTime as the archived presentation media format.

Third-Party Conference Call: Checklist before the Presentation:

- ❒ Correct Media Setting - Ensure that the Media Setting of your room (in the OpenCampus Administration Tools) is correctly set to Third-Party Conference Call.



If you plan to archive the presentation, select the appropriate method for archiving the presentation. Choose **"Archive Conference Call with HorizonMedia System Phone Bridge"** if you would like to create a QuickTime archive.

- ❒ Participant Preparation - To conduct a successful presentation, all participants must have run and passed all tests within the OpenCampus Wizard. The version of the Wizard used should match the media setting you have chosen for your presentation. The correct version can be found by clicking the Get Info button for the room in the OpenCampus Administration Tools. The Wizard is a diagnostic tool and will not automatically download or configure all system requirements. Therefore, participants cannot merely run the Wizard - they must pass all tests as well. The Wizard should be run several days in advance of the first presentation, to allow for technical troubleshooting if needed.

❒ Presenter Preparation - In addition to running the Wizard, presenters must ensure that they have adequately prepared to deliver the live presentation. Preparation involves being familiar with archiving process (if selected), in addition to other OpenCampus features. Presenters should conduct a practice session (ideally with a volunteer participant) on the presentation computer to become more familiar with the system.

Third-Party Conference Call: At the Start of a Presentation

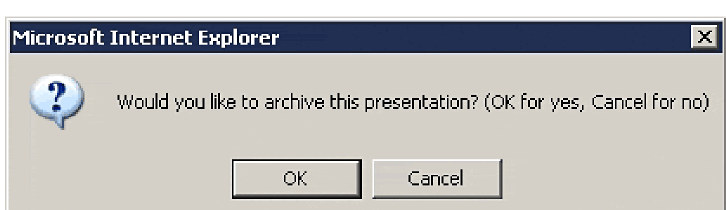
If you are not archiving a presentation, you will simply need to dial into the conference call to be able to communicate with your participants.

If you are archiving a presentation, you will need to follow these directions, based on the media format you have chosen for your archive:

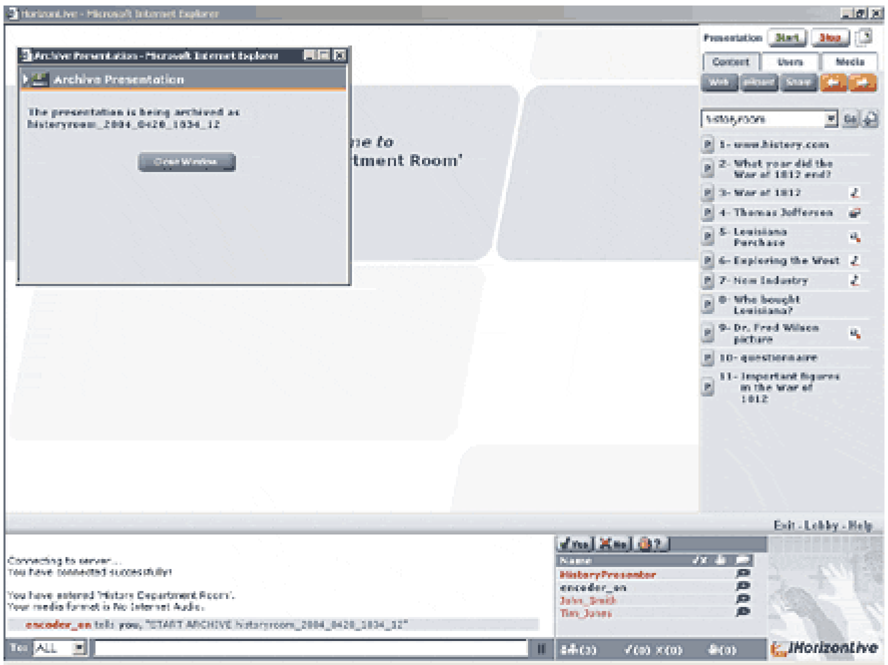
To Create a QuickTime Archive (with the HorizonMedia System Phone Bridge)

- Dial into the telephone conference call.
- After you have joined the conference call, you will need to connect the OpenCampus Phone Bridge to this call (using 3-way calling or another conferencing feature).
- To obtain the appropriate dial-in number and PIN for the Phone Bridge, click the **Phone** icon within the OpenCampus navigation bar. A telephone and PIN will appear.
- Dial the telephone number provided and enter the PIN when verbally prompted. You should hear 3 short tones, indicating that you have successfully connected. You should also see “bridge” appear in the OpenCampus Participant Frame.
- Connect this Phone Bridge line to your conference call. You may first dial into the Phone Bridge and then connect it to the telephone conference call. The order of connection is not important.
- When you are ready to begin the archive, click Start Presentation on the Presenter’s Console.

- A dialog box appears, asking if you would like to archive the presentation.



Click OK to archive the presentation. You will receive a pop-up confirmation message, as well as a private message in the text chat area, confirming that the archive has begun. You may click the **Close Window** button of the pop-up confirmation message.



Third-Party Conference Call: At the End of the Presentation

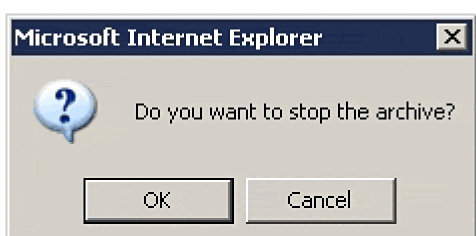
At the end of the presentation, please take the following steps:

To Stop the Archive

When you are ready to stop broadcasting audio and stop the archive, wait in silence for at least 5 to 10 seconds after your last spoken word, to ensure that all participants have received your audio.

Click **Stop Presentation** on the Presenter's Console.

If you had decided to create an archive, a dialog box appears, confirming that you would like to stop the archive.



Click **OK**. You will receive a pop-up confirmation message, as well as a private message in the text chat area, confirming that the archive has ended.